



# 2021 COMPANY TAX RETURN CHECKLIST

- USB drive with your current file (please advise version of software and any passwords that may be needed to open your file). Send the file via email or ensure we have adviser access to your Xero file. For non-computerised accounts, provide cash book or cash receipts and cash payments summary
- Cheque butts and deposit books (only if you have not summarised payments and receipts or have not provided a cash book or computer disc)
- Description of sundry expenses included in your accounts or cashbook
- Details of any assets bought and/or sold during the year (including asset description, date of purchase/sale, amount of purchase/sale and finance contracts)
- Bank statements including trading, savings, investments, and loans (please check all bank statement numbers to ensure all pages are included for the period 1 July 2020 to 30 June 2021)
- Stocktake details as at 30 June 2021 and work in progress if applicable
- Any receipts for cash expenses incurred (if they are not included in your computer accounts or cashbook)
- Details of private expenses (only if they have been included in your accounts or cash book)
- Details of personal funds contributed to business
- Supporting documentation for any new lease, finance and loan agreements
- Details of rental property income & expenses and annual rental statement from a real estate agent -if applicable (including bank statements for loan reconciliation and interest deduction purposes)
- Documentation of any other income such as dividend distributions, trust distributions or other final distributions from investments
- Any other information that may be considered relevant to the final accounts
- List of creditors – invoices received but **not paid** as at **30 June 2021**
- List of debtors - invoices issued but **not received** as at **30 June 2021**
- Wage books – **1 July 2020 to 30 June 2021** (if applicable) not already included on computer file
- PAYG payment summaries and reconciliation statement (blank if sent by the tax office)
- Workcover certificate of rateable remuneration – if applicable
- Payroll tax reconciliation – if applicable



**Concepts & Results Group** A B N 7 0 0 0 6 6 2 6 2 3 1

Alltrades Bookkeeping | Results Home Loans | C & R Financial Management

612 Warrigal Road, East Malvern, Victoria  
PO Box 61, Holmesglen, Victoria 3148

Telephone 9569 5676

Email: [concepts@cr.com.au](mailto:concepts@cr.com.au) Internet: [www.cr.com.au](http://www.cr.com.au)

#### DISCLAIMER

Whilst all care is taken in the preparation of this material, the information provided is of a general nature and individuals should seek advice as to their own specific needs. Accordingly no responsibility for errors or omissions is accepted by the company or any member or employee of the company.