



**Illingworth David**  
Accountants & Consultants

www.illingworthdavid.com.au

## Business Income Tax Return Checklist

### IMPORTANT NOTE – WORKFLOW MANAGEMENT

(During peak period of July/December a turnaround time of 6 - 8 weeks is expected)

Please advise the following:

- a. Return required urgently?     Yes    No (refer b)
- b. Time required (please choose) 9-15 weeks  16 -24 weeks  anytime prior to due date

Name: .....

Address: .....

Ph: .....      Wk: .....      M: .....

Email: .....

#### Employees

- Copies of PAYG Payment Summaries and PAYG Summary Statement issued for the income year
- Copy of workcover reconciliation

#### General Information (If not using BankLink)

- Reconciled MYOB / Quicken data file as at 30 June
- If not using a computer program please provide:
- Reconciled cash book including drawings taken before banking

#### Stock on hand / Work in Progress

- Value of closing stock on hand at 30 June
- Value of work in progress at 30 June

#### Government Industry Payments

- Details regarding any Government industry payments / registrations.

#### Plant and Equipment

- Details regarding all assets acquired  
(Description of asset / date acquired / purchase price)
- Details regarding all assets sold  
(Description of asset / date sold / sale price)

#### Motor Vehicle

- Details regarding all motor vehicle related expenditure  
(i.e. fuel / registration / insurance / repairs)
- Log-book(s)
- Total kilometers travelled if claiming per/km  
(Including business km's)
- Copy of any Hire Purchase / Leasing documents

#### New Clients

- Prior Year's Income Tax Return and work Papers
- Prior Year Accountancy Fees

#### Geelong - Head Office

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