

Tax Preparation Checklist for Business



1. Cloud Based Software

- ☐ Invitation Access - for new clients /new software used in 2025
- ☐ Bank Statement(s) *
- ☐ Credit Card Statement(s) *
- ☐ Employers **with** Single Touch Payroll (STP) - see 3 below
- ☐ Have you bought/sold Plant & Equipment during the year - see 4 below
- ☐ Upload expense receipts to software where applicable
- ☐ Motor Vehicle(s) expenses - see 5 below

2. Desktop Software

- ☐ Flash Drive back up of software - MYOB, Quicken or Cashflow Manager (CFM)
- ☐ Version of software being used
- ☐ Passwords (if any)
- ☐ Copy of Profit & Loss + Balance Sheet @ 30th June 2025
- ☐ For CFM only - copy of Trial Balance, bank rec(s) + General Ledger listing
- ☐ Bank Statement(s) #
- ☐ Credit Card Statement(s) #
- ☐ Employers **with** Single Touch Payroll (STP) - see 3 below
- ☐ Have you bought/sold Plant & Equipment during the year - see 4 below
- ☐ Finance contract during the year - see 4 below
- ☐ Motor Vehicle(s) expenses - see 5 below

#In each case a reconciled statement as at 30th June only is required.

3. Employers - with STP

- ☐ Reconcile MYOB, Xero etc employee totals with BAS W1 & W2
- ☐ Then reconcile these same totals with your Profit & Loss report
- ☐ Before finalising STP - ensure all total agree with your software ^
- ☐ Complete STP Authority (only where we complete the wages)

^Ensure that changes are made where necessary before finalising as adjustments are time consuming

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4. Equipment Purchases

- ☐ Documents relating to sale and/or purchase of equipment inc. trade-in
- ☐ Finance contracts - chattel mortgage, lease, bank loans etc.

5. Motor Vehicle

- ☐ Motor Vehicle Log Book (claim % of all running costs) provide evidence
- ☐ Motor Vehicle Diary method (less than 5,000kms) provide evidence
- ☐ Completion of FBT declaration

6. Other

- ☐ Superannuation Contributions (tax deductible) with Notice of Intent Claim
- ☐ Purchase/Sale of Shares and other Investments
- ☐ Purchase/Sale of Rental Property
- ☐ Receipt of Dividends, Interest etc.