

**WDF PROFESSIONAL 2019 YEAR END CHECKLIST
BUSINESS TAX RETURN**

Client Name:

Phone Number:

Email Address:

COMPUTER PROGRAMS (Cloud Based)

Please ensure that accountants@wdf.com.au is invited into your file

COMPUTER PROGRAMS (Desktop)

Those clients using your own desktop computer program, please provide:

Back-up to CD or USB drive

Program type

Version number

Password

Copies of bank reconciliation(s) at 30 June 2019

Copies of bank statement(s) (all bank accounts) at 30 June 2019

DEBTORS/CREDITORS

A list of trade debtors to 30 June 2019, including details, amounts and GST

A list of trade creditors to 30 June 2019, including details, amounts and GST

A list of any bad debts written off prior to 30 June 2019

TRADING STOCK/WORK IN PROGRESS

Value of closing stock and/or work in progress at 30 June 2019

LOANS, LEASES, HIRE PURCHASE

A copy of ALL new and existing loan statements

A copy of ALL new and existing leases and hire purchase

Details of any lease or hire purchase paid out during the financial year

WAGES & PAYG WITHHOLDING TAX

Copies of PAYG summaries and PAYG Summary Statement sent to ATO

SUPERANNUATION

If you have employees, please respond to the following question:	
Did you meet all your quarterly superannuation guarantee payments for all employees, including directors and shareholders?	
If not, provide a list of outstanding amounts for each employee.	
CASH SALES & CASH EXPENSES	
List any income not banked into the business account(s) or otherwise accounted for	
List any expenses not paid from the business account(s) or otherwise accounted for	
PRIVATE USE	
Details of any business assets or stock taken for private use	
Estimated private use percentage for:	
Telephone	
Electricity & Gas	
Motor Vehicles	
SHARES	
Dividend statements, for shares held in both business and personal names	
HIN/SRN number:	
Contracts for purchase of any new shares	
Contracts for sale of shares (and the original purchase if not already provided)	
RENTAL PROPERTIES	
Full details of all income and expenditure for the year, including agent payments	
For property sold or purchased during the year, copies of settlement statements, contracts, legals and stamp duty	
INVESTMENT INCOME & MANAGED FUNDS	
Annual taxation statements	
For all other personal information, please refer to the individual tax return checklist	