

Items Required for

Please disregard items that you have already supplied during the year or that are not relevant to your business.

- Please email your file reconciled to 30 June and indicate what version of the program you are using. Alternatively post a backup on thumb drive (emailed files are preferred).

OR

Please ensure your cloud software file is reconciled to 30 June.

(accountant to pick which one)

- Bank statements for the financial year. Current overdraft limit for your cheque account \$_____.
- Details of all deposits and payments contained on the above bank statements.
- Term deposit statements for the financial year.
- Cashbook fully written up and reconciled to 30 June.
- Bank loan and commercial bill statements for the financial year including previous and new loans.
- Applicable credit card statements for the financial year.
- Amounts owing to the business (debtors) as at 30 June (GST inclusive). Please provide a breakdown of the amount.
- Amounts owing by the business (creditors) as at 30 June (GST inclusive). Please provide a breakdown of the above amount.
- Details of the closing stock figure at 30 June.
- Tax invoices for machinery and motor vehicles purchased/sold showing whether new or second hand, full purchase price, the make/model and the value of any trade-in.
- Copy of any hire purchase, goods mortgage, lease or any other contractual agreements you may have recently undertaken.
- Review the attached depreciation schedule and note any disposals or obsolete items.
- Details of all share investment purchases and sales made during the financial year. Include all share certificates and documentation and a summary from the broker if available.
- Dividend advice slips accompanying all dividends received during the financial year (most companies issue two dividends each year).
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Details of any pre-paid expenses i.e. leases & interest. Please detail how much was paid and for what period the duration is.

- Licence, insurance, repairs and estimated business and private kilometres travelled during the financial year for each part private motor vehicle.

	Vehicle description:	Vehicle description:
Licence		
Insurance		
Repairs		
Other expenses		
Estimated private kms		
Estimated business kms		

- Wages book, annual PAYG summary statement with copies of all payment summaries issued for the financial year.
- Copy of your insurance invoices for the financial year so that we can distinguish between business, motor vehicle and personal insurance.
- Copy of Division 7A loan agreement/s.
- Any other new or relevant business information.

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FARM/BUSINESS INFORMATION

- Please email your file reconciled to 30 June and indicate what version of the program you are using. Alternatively post a backup on thumb drive (emailed files are preferred).

OR

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(accountant to pick which one)

- Livestock numbers Sheep Cattle Pigs

Opening Stock

Natural increase

Purchases

Total (both totals to equal)

Sales

Deaths

Rations

Closing stock

Total (both totals to equal)

(incl lambs)

(incl calves)

(incl piglets)

Please ensure that all numbers for livestock bought and/or sold are detailed on your computer file, bank statements or cheque butts.

- Please indicate any livestock sales that were forced on the business due to drought in the following table:

Date	Number	Sale Value \$

- Details of grain, wool and hay (for resale) on hand at 30 June (tonnages/bales).
- Non-AWB 20XX/XX season harvest loan statements from 1 July 20XX until paid out.
- Non-AWB 200XX/XX season harvest loan statements from harvest to 30 June 20XX.
- If you have entered into any wheat (or other commodities) trading, please forward any non-AWB RCTI's/Tax Invoices.
- Bank statements for the financial year. Current overdraft limit for your cheque account \$_____.
- Stock firm statements for the financial year.
- Details of all deposits and payments contained on the above bank statements.
- Term deposit statements for the financial year.

- Cashbook fully written up and reconciled to 30 June.
- Bank loan and commercial bill statements for the financial year including previous and new loans.
- Applicable credit card statements for the financial year.
- Please confirm the amounts of FMD's you currently have and detail any amounts withdrawn or deposited during the financial year.
- Amounts owing to the business (debtors) as at 30 June (GST inclusive). Please provide a breakdown of the amount.
- Amounts owing by the business (creditors) as at 30 June (GST inclusive). Please provide a breakdown of the above amount.
- Details of the closing stock figure at 30 June.
- Tax invoices for machinery and motor vehicles purchased/sold showing whether new or second hand, full purchase price, the make/model and the value of any trade-in.
- Copy of any hire purchase, goods mortgage, lease or any other contractual agreements you may have recently undertaken.
- Review the attached depreciation schedule and note any disposals or obsolete items.
- Details of all share investment purchases and sales made during the financial year. Include all share certificates and documentation and a summary from the broker if available.
- Dividend advice slips accompanying all dividends received during the financial year (most companies issue two dividends each year).
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Details of any pre-paid expenses i.e. leases & interest. Please detail how much was paid and for what period the duration is.
- Licence, insurance, repairs and estimated business and private kilometres travelled during the financial year for each part private motor vehicle.

	Vehicle description:	Vehicle description:
Licence		
Insurance		
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Other expenses		
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- Any other new or relevant business information.

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Income

- PAYG payment summaries (group certificates) received for the financial year.

OR

Confirm your employer has advised your Income Statement is "Tax Ready" **

***If your employer was reporting through Single Touch Payroll for the 2019 financial year, you will not receive a PAYG Payment Summary. Instead, we will have access to your "Income Statement" electronically from the ATO.*

- Interest received from all personal bank accounts and term deposits for the financial year including the name of the bank, branch, account name and number. You can contact your bank for a printout of this information (the banks do not charge for this).
- Dividend advice statements including details of any reinvestment accompanying all dividends received during the financial year. Please also provide margin loan statements where relevant.
- Copies of all share purchase and sale contracts executed during the year.
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Details of all real estate purchases and sales made during the financial year (i.e. purchase/sale contracts and settlement statements) including a copy of the lease agreement.
- Details of rental property income and expenditure for each property for the financial year (refer attached rental property schedule).
- Managed fund annual tax statements. Please note they are generally issued late August to early October.
- Did any family members received benefits from Centrelink during the year? If yes, please advise the type of benefit received.
- Details of any other income.
- Would you like our fee to be taken out of your refund? Y / N (if not on FPA)
If yes, please provide the bank account details you would like the balance of your refund to be deposited to.

BSB	ACCOUNT NUMBER	ACCOUNT NAME
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- Please provide the bank account details to allow any individual tax refunds to be deposited directly into your account. We cannot complete your return without these details.

BSB	ACCOUNT NUMBER	ACCOUNT NAME
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Deductions

- Details of any motor vehicle travel during the financial year. Please include description of motor vehicle(s), estimate of work related kilometres, log book and details of actual expenses paid.
- Details of all work related expenses incurred during the financial year.
- Details of any personal accident or income protection insurance.
- Details of any personal superannuation contributions made during the financial year including the name of the fund, ABN and the relevant policy number. Where applicable, please supply the notice of deductibility from your superannuation fund.
- Please provide all annual superannuation policy statements including life insurance statements relating to your superannuation.
- Details of donations made to charitable institutions or school building funds made during the financial year.
- Did you hold private health insurance cover during the year? Y / N
You may not receive an annual summary statement from your provider this year, as it is now optional to do so. If you do not receive one, we will be able to access it from the ATO.
- Details of out of pocket medical costs in relation to Disability aids, Attendant care and Aged care expenses. (2019 financial year is the last year this is available).
- Details of any other deductions or expenditure.

Items Required for Your Rental Properties

- Supply any statements issued by your rental property managers/agents for the financial year.
- If you do not use a rental property manager/agent or have additional information, please complete the schedule below.
- Quantity surveyor report for each rental property.

	Property 1	Property 2	Property 3
Address			
Income			
Rent			
Expenses Recouped			
Insurance Claims			
Other Income:			
Expenses			
Advertising			
Agent Commission			
Bank Charges			
Strata Levy			
Electricity & Gas			
Gardening			
Inspection Costs			
Insurance			
Interest			
Land Tax			
Letting Fees			
Rates – Council			
Rates – Water			
Repairs & Maintenance			
Telephone			
Other Expenditure:			

Privacy Legislation

Due to the new privacy legislation it is proving extremely difficult for us to obtain information regarding your financial affairs. We enclose a declaration which will allow us to obtain information, from various organisations, regarding your taxation affairs and reduce the occasions that we need to contact you for additional information. Please sign the declaration where indicated and return to our office with your year end records.

(attach on separate page with Byfields letterhead)

TO WHOM IT MAY CONCERN

To assist Byfields, my accountants, to complete my financial affairs I hereby give authority to you to provide them with information as they request.

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NAME

.....
NAME

Date: