

Name: \_\_\_\_\_

Provided				
<input type="checkbox"/>	<p><b>Bookkeeping Software</b></p> <p>Send an invite to access your Xero/MYOB/QB Online file to <a href="mailto:marko@momentumca.com.au">marko@momentumca.com.au</a></p> <p>If an online version is not used, email a backup of the file to <a href="mailto:marko@momentumca.com.au">marko@momentumca.com.au</a> and advise the password</p>			
<input type="checkbox"/>	<b>Bank Accounts</b> – provide copies of bank account statements as at 30 June 2023			
<input type="checkbox"/>	<b>Business Loan Accounts</b> – provide copies of loan statements as at 30 June 2023			
<input type="checkbox"/>	<b>Credit Cards</b> – provide copies of credit card statements as at 30 June 2023			
<input type="checkbox"/>	<b>Investments</b> – provide details of any investments purchased or sold during the year			
<input type="checkbox"/>	<b>Closing Stock</b> – figures as at 30 June 2023 (if applicable) or advise if the value of stock at 30 June 2023 does not exceed the value at 30 June 2022 by more than \$5,000.			
<input type="checkbox"/>	<b>Hire Purchase/Lease</b> – provide copies of the purchase contract documentation			
<input type="checkbox"/>	<b>Bad Debts</b> – a list of bad debts that have been written off or need to be written off at 30 June 2023			
<input type="checkbox"/>	<b>Motor Vehicles</b> – provide copies of log books confirming the business use percentage. Provide invoices for any new vehicles purchased.			
<input type="checkbox"/>	<b>PAYG Summaries</b> - copies of PAYG Summaries issued to employees in the 2023 year together with the PAYG Statement (If STP reporting not used)			
<input type="checkbox"/>	<b>Employee Leave Entitlements</b> – ensure that employee leave balances are up to date in your bookkeeping software. Alternatively, if tracked manually, please provide records.			
<input type="checkbox"/>	<b>Superannuation</b> – are all superannuation payments up to date? If not, please provide details.			
<input type="checkbox"/>	<b>2022 Financial Statements &amp; Tax Return</b> – please provide a copy of these documents for our file if prepared by another accountant.			
<input type="checkbox"/>	<p><b>Please provide bank account details for any tax refund to be paid into:</b></p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 100px;">Account Name:</td> </tr> <tr> <td>Account Number:</td> </tr> <tr> <td>BSB:</td> </tr> </table>	Account Name:	Account Number:	BSB:
Account Name:				
Account Number:				
BSB:				
<input type="checkbox"/>	Any other information that you think may be relevant for the preparation of your business tax return or would like to be reviewed			

Once you have completed the individual checklist please bring the checklist together with the compiled information with you to your appointment or if providing electronically, forward to [marko@momentumca.com.au](mailto:marko@momentumca.com.au)

If you have any questions please do not hesitate to contact us