**YEAR END CHECKLIST**

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**Your Details**

**Have details such as your home address, email, etc changed in the last 12 months?**

If Yes, please complete below:

|  |  |
| --- | --- |
| Business Address |  |
| Home Address |  |
| Postal Address |  |
| Email Address |  |
| Mobile Number |  |

**Have your bank account details changed during the year?**

If Yes, please complete below:

|  |  |  |
| --- | --- | --- |
| Account Name | BSB Number | Account Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note: We may contact you to verify this is your nominated account*

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**Business Checklist**

* **Please ensure that your software file is reconciled to 30 June.**  If you do not have a software file, please provide business income and expense summary.
* **Please supply us with your 30 June bank and loan statements as at 30 June**
* **Do you have any business debtors (including bad debts) and/or creditors that are not listed in your software file?** If so, please attach a debtor and/or creditor listing at the end of the year.
* **Did you have any trading stock at 30 June?** If so, please provide the value of closing stock at 30 June
* **Did you purchase, sell or scrap any assets that is not recorded in your software file?** If so, please provide a list of asset purchase, sell and obsolete.
  + If you have a software file, please ensure the asset description in your file is clear so we can workout the best tax outcome for you.
* **Do you have any part-private owned motor vehicles?** If Yes, please provide logbook or advice the number of kilometre travelled for each vehicle
* Please provide any additional information you think we may need.

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