



Principals:

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2014

End of Year- Check List

ABN 46 105 050 459

Could you please supply the following information to assist in the preparation of your Income Tax Returns:

- Closing stock numbers at 30 June 2014.
- All Stock Agent Statements for year 1 July 2013 to 30 June 2014.
- List of any income not yet RECEIVED/ BANKED @ 30 June 2014.
- List of all bills (Accounts) not yet paid BUT Dated 30 June 2014 (or before) include details.
- All NEW LOAN and equipment finance statements and information.
- Invoices for ALL ASSETS PURCHASED SOLD OR TRADED in during the year 1 July 2013 to 30 June 2014.
- All Bank Loan Statements for year 1 July 2013 to 30 June 2014.
- Private motor vehicle odometer reading 30 June 2014.
- All Bank Statements showing balances at 30 June 2014 and where possible total interest earned/ charged on accounts including interest bearing deposits.
- PAYG Payment Summaries and Statements for wages paid by you for 2014.

Personal Income Tax Matters

Required

- All Dividend statements or holder numbers for each company.
- All interest from Personal Interest Bearing Accounts Or Term Deposits.
- Private Health Insurance Statements for 2014.
- Personal PAYG Payment Summaries and details of any expenses relating to this work income.
- Rental Statements for 2014 and any Rental Loan Statements, Insurance, Repairs, Rates etc. paid directly.

Liability limited by a scheme approved under Professional Standards Legislation