



Company/Trust Tax Return Questionnaire

Please note, the more thorough and organized your information is, the quicker we can do your work and the less it will cost!

Name: _____

Please complete the following work:

€ Monthly € Quarterly € Interim € End of year

Period: _____ (eg June quarter or year)

(pls circle)

1	Have you supplied an electronic file of your records? Have you included a backup up your MYOB/Quickbooks file? If yes, proceed to question 2, if no, proceed to question 3.	Yes	No
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2	Has the bank been reconciled for the period in question? If yes, please provide bank statement for period in question and then proceed to question 4. If no, you will need to complete this task before we can commence work.	Yes	No
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3	If you have not supplied an electronic file, you will need to provide the following (please tick the documents you've attached or cross out if not applicable): <ul style="list-style-type: none"> € Bank statements € Cheque butts € Deposit books € Debtors/creditors balance € BAS (copies of all 4 quarters) € IAS (copies of all 4 quarters) € PAYG annual summary (if these are completed by you) € Loan account statements (including cheque butts if applicable) <p>Please continue with question 4.</p>		
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4 Please answer the following questions:

a	Are your debtors/creditors lists accurate at the end of the relevant period? If yes, please provide evidence of this	Yes	No
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b	If applicable, what is the value of closing stock and/or work in progress:	\$ _____	
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c	Have you reconciled your wages in your accounts and against your BASs and your annual PAYG summary?	Yes	No
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d	Has your PAYG annual summary been completed and lodged with the ATO? (only applicable for year end work) If no, do you want us to complete it? (extra cost involved) Y N	Yes	No
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e	Have you notified your work cover insurer of your rateable remuneration (only applicable for end of year work) If no, do you want us to complete it? (extra cost involved) Y N	Yes	No
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f	Have you paid the compulsory superannuation contribution to employees' superannuation funds for the period in question? (If no, any unpaid amounts plus any administration and interest charges on the balance must be calculated and forwarded to the ATO. We will contact you about this)	Yes	No
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g	Did you obtain finance or commercial bills during the period in question eg hire purchase, lease, loan? (If yes, relevant documentation attached €)	Yes	No
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h	Did you purchase or dispose of any assets during the period in question eg sell a car, shares, property, business? (If yes, relevant documentation attached €)	Yes	No
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