

This is a checklist we've designed to enable us to complete your work as quickly and efficiently as we can, by ensuring we have all the information we need right in front of us. This also avoids delays with having to follow up on missing or incomplete information.

For this reason, we kindly ask that you gather **everything** together **before** you send or bring in your information to us (including any individual tax returns that you require completed, as well as any companies or super funds). If we do not have everything we need, unfortunately we will be unable to start your work.

We appreciate and thank you in advance for the valuable time taken to complete our tax kit, in order for us to get you the best possible result for your tax return/s. We would also like to take this opportunity to thank you for choosing the team here at Paris Financial. We are certain you will find our staff very keen and helpful, and always willing to go to an extra effort to make you feel welcome.

If you do have any questions regarding anything contained in this kit, please feel free to contact our office, we will be more than happy to assist you.

Reminder: *Our policy is payment immediately on receipt of our invoice.*

Please note that it is an ATO requirement that we have Photo ID for all new clients.

Expectations

What you can expect from us . . .

To be treated with honesty, politeness and integrity.

Open communication, at no extra costs to you, so that we can help you make the right decisions.

That we will help you in every way we can, including:

- reducing your tax;
- keeping our fees as low as possible; and
- finding the right structure for your investments.

That we will finalise your tax return/s as quickly as we can (usually within 4-8 weeks but it may be a little longer in busier times).

That we will promptly return your phone calls and/or emails on the same day we receive them.

What we expect from you . . .

To be treated with honesty, politeness and integrity. You will get the best out of us if we are treated this way.

That you do everything you can to provide us with the information we need to look after you properly.

That you respect the time and care taken to complete your tax return/s, and show your appreciation by paying our account in a timely fashion.

That we complete all returns within your family group. This includes all company, trust, spouse returns.

Name of Company: _____
Tax File number: _____
Australian Business Number (ABN): _____

You only need to complete this section if your details have changed since last year.

Name changed since last return? _____
If yes, previous name? _____
Address: _____
Telephone - mobile: _____
Telephone - home: _____
Telephone - work: _____
Email: _____
Nature of business: _____

If you do not currently use any software to track your income and expenses then please either use the following sheets, go to our website where we have some spreadsheets, or design your own summary of your information so that you only need to provide us with these summaries, not every receipt. This will help keep our fees down and ensures that all your original receipts can stay with you.

By signing this document you confirm that you believe that you can prove the expenses that you wish to claim in your tax return; and that you understand that you could be fined for lodging a false tax return.

Dated the day of20.....

Signature of Taxpayer

Name (print)

Checklist:

- | | |
|---|--------|
| 1. Copies of the last set of Financial Statements & Income Tax Returns for the company (if not prepared by us) | Yes/No |
| 2. A copy of the computerised accounting records (as a back up please) along with your password, if applicable. This can include MYOB, QuickBooks, Quicken, Excel spreadsheets etc | Yes/No |
| 3. The balance of each of your company bank accounts as at 30 June 2023 | Yes/No |
| 4. The balance of each of your loan accounts as at 30 June 2023 | Yes/No |
| 5. A summary of your share trading activities during the year showing:
- Cost of stocks/options bought
- Cost of stocks/options sold
- Cost of stocks/options on hand as at 30 June 2023 | Yes/No |
| 6. Documents and details of assets (including plant & equipment) purchased, sold or disposed of during the year including dates of acquisition and disposal. Particular attention should be taken to record trade-ins or offsets against full purchase price. | Yes/No |
| 7. If the company bought or sold real estate, please provide a copy of the contract of sale and solicitors settlement statement where applicable. | Yes/No |
| 8. Copies of relevant documents and full details of loans, hire purchase agreements, leases and bank periodicals payments. | Yes/No |
| 9. Copies of Quantity Surveyor Reports obtained during the year. | Yes/No |
| 10. Schedule of payments made by cash & not reflected within the accounting records that show the nature of each expense and how the funds were provided. | Yes/No |
| 11. Details of any income received in cash or other & not banked in the normal manner or shown in the accounting records. | Yes/No |
| 12. Full details of interest and dividends earned for the year from the banks, building societies or other institutions where applicable. | Yes/No |
| 13. Summary of wages paid to all employees (per PAYG payment summary reconciliation) including yourself if applicable. | Yes/No |
| 14. Details of any superannuation contributions that you have made from the company for the year. | Yes/No |
| 15. The number of nights spent away from home for each town or city where you were away on behalf of the business. Please specify each town and city individually. | Yes/No |
| 16. The number of km's travelled during the 2023 financial year for the trust and details of each car used. | Yes/No |

(COMPANY) PTY LTD

INCOME AND EXPENSES

Quarter ended 30 September 2022

Date	Description	Total \$	GST Collec	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage	Internet
1/07/2022	Sample Income	1,100.00	100.00			1,000.00					
1/07/2022	Sample Expense	(550.00)		50.00							500.00

TOTAL FOR QUARTER JULY - SEPT 2022	550.00	100.00	50.00	0.00	1,000.00	0.00	0.00	0.00	0.00	500.00
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*This is for private expenses paid from business account

Bank Balance at 1 July 20....	0.00	
Add: Income & expenses	550.00	
Less: Expenses paid from other acct		**Manually add all expenses above that have not been paid from business account
Bank balance at 30 September 20....	550.00	

Figures **net** of GST

Hardware	Training	Software	Share data	Books	Super	Wages	Other1	Other2	Sundry
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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(COMPANY) PTY LTD

INCOME AND EXPENSES

Quarter ended 31 December 2022

Date	Description	Total \$	GST Collec	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage	Internet
1/10/2022	Sample Income	1,100.00	100.00			1,000.00					
1/10/2022	Sample Expense	(550.00)		50.00							500.00

TOTAL FOR QUARTER OCT TO DEC 2022	550.00	100.00	50.00	0.00	1,000.00	0.00	0.00	0.00	0.00	500.00
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*This is for private expenses paid from business account

Bank Balance at 1 October 20...	0.00
Add: Income & expenses	550.00
Less: Expenses paid from other acct	
Bank balance at 31 December 20...	550.00

**Manually add all expenses above that have not been paid from business account

Figures **net** of GST

Hardware	Training	Software	Share data	Books	Super	Wages	Other1	Other2	Sundry
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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(COMPANY) PTY LTD

INCOME AND EXPENSES

Quarter ended 31 March 2023

Date	Description	Total \$	GST Collec	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage	Internet
1/01/2023	Sample Income	1,100.00	100.00			1,000.00					
1/01/2023	Sample Expense	(550.00)		50.00							500.00

OTAL FOR QUARTER JAN TO MAR 2023	550.00	100.00	50.00	0.00	1,000.00	0.00	0.00	0.00	0.00	500.00
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*This is for private expenses paid from business account

Bank Balance at 1 January 20...	0.00
Add: Income & expenses	550.00
Less: Expenses paid from other acct	
Bank balance at 31 March 20....	550.00

**Manually add all expenses above that have not been paid from business account

Figures **net** of GST

Hardware	Training	Software	Share data	Books	Super	Wages	Other1	Other2	Sundry
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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(COMPANY) PTY LTD

INCOME AND EXPENSES

Quarter ended 30 June 2023

Date	Description	Total \$	GST Collec	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage	Internet
1/04/2023	Sample Income	1,100.00	100.00			1,000.00					
1/04/2023	Sample Expense	(550.00)		50.00							500.00

AL FOR QUARTER APRIL TO JUNE 2023	550.00	100.00	50.00	0.00	1,000.00	0.00	0.00	0.00	0.00	500.00
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*This is for private expenses paid from business account

Bank Balance at 1 April 20....	0.00
Add: Income & expenses	550.00
Less: Expenses paid from other acct	**Manually add all expenses above that have not been paid from business account
Bank balance at 30 June 20....	550.00

Figures **net** of GST

Hardware	Training	Software	Share data	Books	Super	Wages	Other1	Other2	Sundry
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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