

This checklist is 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 checklist, 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 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.*

NOT ALL SHEETS IN THIS SPREADSHEET WILL BE RELEVANT TO ALL CLIENTS - WE HAVE INCLUDED AS MUCH AS WE CAN WITH THE IDEA THAT YOU WILL ONLY USE THE PAGES THAT ARE APPLICABLE TO YOUR SITUATION.

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

SHEETS USED:

Business & Professional Items	Yes/No
Rental Property Worksheet	Yes/No
Dividends Received	Yes/No
Share Transactions	Yes/No
General Investment Income	Yes/No
General Trust Expenses	Yes/No
Rental Property Transaction List	Yes/No
Business Income & Expenses	Yes/No

General Information

Name of Trust: _____

Name of Trustee: _____

Tax File number: _____

Australian Business Number (ABN): _____

We will contact you for your TFN, you should never send your TFN via email

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

Home address: _____

Postal Address: _____

Email address: _____

Mobile: _____

Items/information we will need to prepare your return:

- | | |
|---|--------|
| 1. Copies of the last set of Financial Statements & Income Tax Returns for the trust (if not prepared by us). | Yes/No |
| 2. A copy of the accounting records (as a back up is best) along with your password, if applicable. This can include Xero, MYOB, Quickbooks, Quicken, Excel spreadsheets etc. Or add us as a user to your online software | Yes/No |
| 3. The balance of each of your trust bank accounts as at 30 June 2025 | Yes/No |
| 4. The balance of each of your loan accounts as at 30 June 2025 | Yes/No |
| 5. A summary of your share trading activities during the year including all stocks/ options purchased; all stocks/options sold; and all stocks/options still held at 30 June 2025 | Yes/No |
| 6. Documents and details of assets (including plant & equipment) purchased, sold or disposed of during the year including dates of acquisition and disposals. | Yes/No |
| 7. If there was a sale or purchase of real estate, please provide a copy of the contract and solicitors settlement statement or statement of adjustments. | Yes/No |
| 8. Copies of relevant documents and full details of loans, hire purchase agreements, leases taken out during the year. | Yes/No |
| 9. Copy of any Quantity Surveyor Reports obtained during the year. | Yes/No |
| 10. Full details of interest and dividends earned for the year | Yes/No |
| 11. Summary of wages paid to all employees (per PAYG payment summary reconciliation) including yourself if applicable. | Yes/No |
| 12. Details of any superannuation contributions that you have made, either for employees or yourself/your spouse | Yes/No |
| 13. Details of any travel taken on behalf of the business/investments | Yes/No |
| 14. The number of kilometres travelled on behalf of the trust, and details of each car used. | Yes/No |

Business and Professional Items

PERSONAL SERVICES INCOME (PSI)

Did you receive PSI?

Yes/No

Details:

Tax withheld:

\$ - Gross payments: \$ -

Did you incur any expenses in relation to your PSI?

Yes/No

BUSINESS DETAILS

You can either complete the summary below, or provide a copy of your electronic records, whichever suits you best.

Yes/No

Business name:

Business address:

Industry/business type:

ABN:

GST registered?

Yes/No

	Gross		GST		Net	
Business Income	\$	-	\$	-	\$	-
Other Income	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-
Accounting fees	\$	-	\$	-	\$	-
Advertising	\$	-	\$	-	\$	-
Bank fees	\$	-	\$	-	\$	-
Mobile phone	\$	-	\$	-	\$	-
Stationery	\$	-	\$	-	\$	-
Postage	\$	-	\$	-	\$	-
Internet	\$	-	\$	-	\$	-
Subscriptions	\$	-	\$	-	\$	-
Training	\$	-	\$	-	\$	-
Marketing	\$	-	\$	-	\$	-
Computer supplies	\$	-	\$	-	\$	-
Wages (gross)	\$	-	\$	-	\$	-
Superannuation	\$	-	\$	-	\$	-
Rent	\$	-	\$	-	\$	-
Interest	\$	-	\$	-	\$	-
Motor vehicle:	\$	-	\$	-	\$	-
- fuel	\$	-	\$	-	\$	-
- insurance	\$	-	\$	-	\$	-
- lease/interest	\$	-	\$	-	\$	-
- registration	\$	-	\$	-	\$	-
- services	\$	-	\$	-	\$	-
- other	\$	-	\$	-	\$	-
Travel	\$	-	\$	-	\$	-
Insurance	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-
PROFIT	\$	-	\$	-	\$	-

Rental Property Summary

****only include property owned by your trust**

Address of property: _____
 Taxpayers Name: _____ Ownership % _____
 Taxpayers Name: _____ Ownership % _____
 Date first available for rent: _____ No. of weeks rented: _____
 Date Purchased: _____

	Amount	Description & workings
Income:		
Rental Income	\$ -	
Other Income	\$ -	
Total	\$ -	
Expenses:		
Advertising	\$ -	
Body Corporate	\$ -	
Borrowing Costs	\$ -	
Cleaning	\$ -	
Council Rates	\$ -	
Depreciation	\$ -	
Gardening	\$ -	
Insurance	\$ -	
Interest	\$ -	
Land Tax	\$ -	
Legal Costs	\$ -	
Pest Control	\$ -	
Property Agent Fees (incl GST)	\$ -	
Letting Fees	\$ -	
Repairs & Maintenance	\$ -	
Special Building Write-off	\$ -	
Stationery, Telephone, Postage	\$ -	
Water Charges	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Total	\$ -	
GAIN OR LOSS	\$ -	

Other information: _____
 ** can include a break down _____
 of R & M here _____

Note that interest and repairs and maintenance are areas that are consistently under review by the ATO so ensure you have your documentation & receipts available should they be requested.

Dividends Received

Date	Entity	Franked	Unfranked	Imp credit	Tax w'held	Reinvested
TOTAL		0	0	0	0	0

Share Transactions

** Note all figures here should be inclusive of brokerage.

SHARES SOLD:

Entity	Date	Purchase Quantity	Cost	Date	Sale Quantity	Proceeds	Gain/Loss
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
			0			0	\$ -

SHARES ON HAND AT 30 JUNE 2025:

Entity	Date	Quantity	Cost
			\$ -

Other Investment Income

[illegible]

*Please provide Tax Statements for any Managed Fund distributions received.

General Expenses

[illegible]

Member-ships	Seminars	Accounting	ASIC Fee	Travel	Motor Vehicle	Assets	Sundry
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Rental Property Worksheet

You can use this sheet to calculate the totals you will need for the Rental Summary page

Address of property: _____

Items	Total	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Rental Income	0.00								
Other Income	0.00								
Advertising	0.00								
Bank Fees	0.00								
Body Corporate	0.00								
Borrowing	0.00								
Cleaning	0.00								
Council Rates	0.00								
Gardening	0.00								
Insurance	0.00								
Interest	0.00								
Land Tax	0.00								
Legal Fees	0.00								
Pest Control	0.00								
Property Management Fee	0.00								
Repairs & Maintenance	0.00								
Stationary/Phone/Postage	0.00								
Travel	0.00								
Water	0.00								
Sundry	0.00								
	0.00								
	0.00								
	0.00								
	0.00								
	0.00								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Mar-25	Apr-25	May-25	Jun-25
--------	--------	--------	--------

0.00	0.00	0.00	0.00
------	------	------	------

Business Income & Expense Worksheet

Use this sheet to calculate the totals you will need for the Business Summary page

Date	Description	Total INC \$	Total EXP \$	GST Coll'd	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage
1/07/24	Sample Income	1,100.00		100.00			1,000.00				
1/07/24	Sample Expense		(550.00)		50.00						

TOTAL	1,100.00	100.00	50.00	0.00	1,000.00	0.00	0.00	0.00	0.00
-------	----------	--------	-------	------	----------	------	------	------	------

*This is for private expenses paid from business account

Figures net of GST										
Internet	Hardware	Training	Software	Share Data	Books	Super	Wages	Other1	Other2	Sundry
500.00										
500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00