

**AWT ACCOUNTANTS
GUIDE TO DOCUMENTS TO BRING IN AT YEAR END – BUSINESS**

Please review the information requirements and **scan/email or drop off** the items that relate to you and your business.

We have provided details of accounts that you had last year to assist. Please provide details of any new accounts or loans that you may have taken out during the year.

Please note, this is not an exhaustive list but provides an indication only of documents required to complete your yearend work. Do provide any additional information you feel relevant.

Client's Name:

Year:

REQUIRED INFORMATION	INFORMATION PROVIDED LAST YEAR
<p>Bank Details The ATO are no longer providing refunds by cheque. In the event of a refund it is compulsory to provide the ATO with your bank details.</p>	<p>Financial Institution: BSB: Account No: Name(s) of account holder:</p>
<p>Software Details Software Used: Version: Password:</p>	
<p>Bank Please provide a copy of your bank statements as at 30 June.</p>	
<p>Assets Please provide details of any new assets purchased :</p> <ul style="list-style-type: none"> • Copy of invoice • If financed, copy of HP agreement or loan required <p>Please provide details of any assets disposed of or traded in:</p> <ul style="list-style-type: none"> • Date • Details of asset • Proceeds received 	

REQUIRED INFORMATION	INFORMATION PROVIDED LAST YEAR
<p>Stock Please provide the value of stock on hand at year end.</p>	
<p>Debtors Please provide a schedule of debtors at year end if you do not use MYOB or Quickbooks.</p>	
<p>Creditors Please provide a schedule of creditors at year end if you do not use MYOB or Quickbooks.</p>	
<p>Credit Card Please provide a copy of the credit card statement at year end.</p>	
<p>Loans Please provide a copy of loan statements for FULL year.</p>	
<p>Hire Purchase Agreements Please provide a copy of any new HP loan agreement taken out during the year with a copy of the invoice of the asset financed.</p>	
<p>Motor Vehicles With private usage Vehicle details - % business usage – copy of your log book Odometer reading at 31 March</p>	
<p>Home Office Expenses How many hours have you worked in your office at home this year? Details of expenses and business % usage.</p>	
<p>Wages Please provide all employee PAYG statements and the Annual Summary Statement.</p>	
<p>Personal Superannuation Contributions Please provide the name of the policy holder, fund name, membership number and the Acceptance Letter provided by your fund, approving the tax deduction.</p>	
<p>Income Protection Insurance Please provide the name of the policy holder, insurance company and annual premium.</p>	
<p>Additional Information</p>	
<p>Progressive Finance Complimentary Debt Review Please provide the following current documents for a review of your loans and personal debts. This includes business loans, personal and property loans and credit card debt.</p> <ul style="list-style-type: none"> • Mortgage Statements • Credit Card Statements • Personal Loan Statements • Any Other Loans – Copies of Statements 	