

Business Checklist

CHECKLIST



- Business ABN & Tax File Number
- Access to Accounting Software ie XERO / MYOB
- Copy of Business Bank Statements (.csv format)
- Copy of Invoice Book (if applicable)
- Bank Interest Earned
- Investment Property details - See Checklist
- Sold Shares or Investment Property details - See Checklist
- Business Related Receipts & Expenses
- Business-Related Vehicle Receipts & Logbook
- Business-Related Travel Expenses
- Business Assets Purchased & Sold
- Business Stocktake details
- List of Director / Owner Contributions & Loans

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