



Information Required		Information Provided	Not Applicable
<b>Income</b>			
4.0	<b>Assessable Government payments</b> Details of any government payments or grants received that are assessable	<input type="checkbox"/>	<input type="checkbox"/>
4.1	<b>Dividend statements/ Annual tax statements from investments</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Expenses</b>			
5.0	<b>Motor Vehicle Expenses</b> Ensure all petrol, registration, insurance, maintenance costs, leasing or hire purchase expenses have been recorded. Please provide a copy of your log book if applicable. <i>Note: Logbooks prepared in the 2012/13 year or earlier are no longer valid.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5.1	<b>Insurance Policies</b> Copies of insurance policy tax invoices for premiums paid during the year and the finance agreements (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
5.2	<b>PAYG Payment Summary Statement</b> Provide a copy of the summary statement and individual payment summaries provided to employees	<input type="checkbox"/>	<input type="checkbox"/>
5.3	<b>Superannuation</b> Details of additional superannuation payments paid on behalf of the business owners including payment dates, amounts, superfund names	<input type="checkbox"/>	<input type="checkbox"/>
5.4	<b>Other Expenses</b> Break-up of all business-related credit card/cash expenditure (if they were not in your Xero/MYOB/Quicken)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>			
6.0	<b>Any other information or significant events which you think may be relevant.</b>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	<b>*** THE ATO NO LONGER ISSUES REFUNDS VIA CHEQUE. PLEASE PROVIDE EFT DETAILS TO ENABLE YOUR REFUND TO BE PROCESSED.</b> BSB: _____ Account Number: _____  Account Name: _____	<input type="checkbox"/>	<input type="checkbox"/>