



ACCOUNTING - BOOKKEEPING & PAYROLL - LENDING - FINANCIAL PLANNING - INSURANCE

2024 SOLE TRADER TAX RETURN CHECKLIST

PLEASE ALSO REFER TO INDIVIDUAL TAX CHECKLIST AS THIS ONLY RELATES TO BUSINESS COMPONENTS

PAPERWORK & INFORMATION TO PROVIDE

- Cloud based bookkeeping (i.e. Xero, MYOB, QB online)
(if accountant is not yet a user, please invite for access)
- Backup of non-cloud based bookkeeping (i.e. CFM)
(please provide username and password if protected)
- Business Bank Account Statements *(especially 30 June)*
- Business Loan Account Statements
- Motor Vehicle / Equipment Chattel Mortgage or Lease Contracts, and Tax Invoice for purchased asset(s)
- If no online payroll*, staff PAYG Payment Summaries and Annual PAYG Summary Statement for ATO
- WorkSafe Remuneration Certificate **OR** WorkSafe Login
- Debtors (Receivables) at 30 June 2024
- Creditors (Payables) at 30 June 2024
- Value of Closing Stock at 30 June 2024
- Details of Depreciable Assets purchased or disposed of during the 2024 financial year
- Bad Debts or Prepaid Expenses
- Superannuation Guarantee payment records
- Taxable Payments Annual Report **OR** all Subcontractor Details (Business Name, ABN, Address) **REQUIRED FOR THE BUILDING & CONSTRUCTION, CLEANING, ROAD FREIGHT TRANSPORT, COURIER, I.T, SECURITY, INVESTIGATION & SURVEILLANCE SERVICES**

INCOME

- Trading Income (sales, contract income, commission)
- Refunds and Rebates from Suppliers
- Interest received (term deposits, saver, GST account)
- Dividends received on Shares *(in business name)*
- Sale of Assets (consideration, disposal date, invoice)
- Trading Income (sales, contract income, commission)
- Government incentives (apprenticeship payments)
- Insurance Recoveries, Compensation Payments

TYPES OF BUSINESS DEDUCTIONS

Accounting Fees, Advertising & Promotion, Allowances Paid, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commissions Paid, Consultants' Fees, Contract Payments, Debt Collection Fees, Delivery & Freight, Donations, Electricity & Gas, Filing Fees, Fodder, Franchise Fees, Fuel & Oil, Gas, Government Charges, Hire of Equipment, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses & Permits, Livestock Expenses, Long Service Leave & Redundancy Pmts (i.e. Coinvest, Incolink), Management Fees, Materials & Supplies, Motor Vehicle (i.e. Fuel, Insurance, Registration, Repairs, Tolls, Interest) Packaging, Parking, Postage, Printing & Stationery, Protective Clothing, Purchases for Resale, Rates & Land Tax, Rent, Repairs & Maintenance, Replacement Tools, Royalties, Rubbish Removal, Salaries/Wages Paid, Security, Seminars & Conferences, Staff Amenities & Training, Subscriptions, Superannuation, Telephone, Travel & Accommodation, Uniforms, Union Memberships, Veterinary Expenses, Workcover Premiums.

- Personal Superannuation Contributions **FUND INTENT TO CLAIM FORM & ACKNOWLEDGEMENT LETTER REQUIRED PRE-LODGMET**

OUR WIDE RANGE OF IN-HOUSE SERVICES CAN ASSIST YOUR BUSINESS WITH ANY ENQUIRY

BOOKKEEPING & PAYROLL



FINANCIAL PLANNING



MORTGAGE BROKING



INSURANCE



Please ensure you also provide BSB and ACCT NO for ATO Refunds

NEW CLIENTS: Please ensure you have your TAX FILE NUMBER to provide to reception or your accountant and a copy of last lodged TAX RETURN & FINANCIAL STATEMENTS



Find us on /insightaccounting

www.insightaccounting.com.au

PAKENHAM

SMALL BUSINESS CENTRE
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CRANBOURNE

117 High Street (Ground Floor)
CRANBOURNE VIC 3977
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BEACONSFIELD

Shop 1, 6-10 Old Princes Hwy,
BEACONSFIELD VIC 3807
(03) 9707 0555

WARRAGUL

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Warragul Shopping Plaza
Corner Victoria & Smith Street,
WARRAGUL VIC 3820
(03) 5622 1793