

TAX RETURN CHECKLIST



PRIMARY
PRODUCER



ASC
Accountants

PREPARE YOUR TAX RETURN Steps

1 Book

- Book your appointment with us via phone, email or website
 - Provide general information
- Following our prompts on our online booking system or over email

[Click here for website booking.](#)

2 Gather

- Gather the information required as per this checklist

3 Meet and Greet

- Once we've reviewed all your information, we'll be ready for a chat to finalise your return and answer any tax-related questions you might have. We offer Email, Zoom, or phone call meetings

4 That's All

- After your tax return is finalised, we will send it to you for electronic signing - no printing required
- After you sign and pay our preparation fee, we will lodge your return to the Australian Taxation Office (ATO). The ATO will then process your return and any tax refund due will automatically be deposited into your nominated account



TAX RETURN CHECKLIST

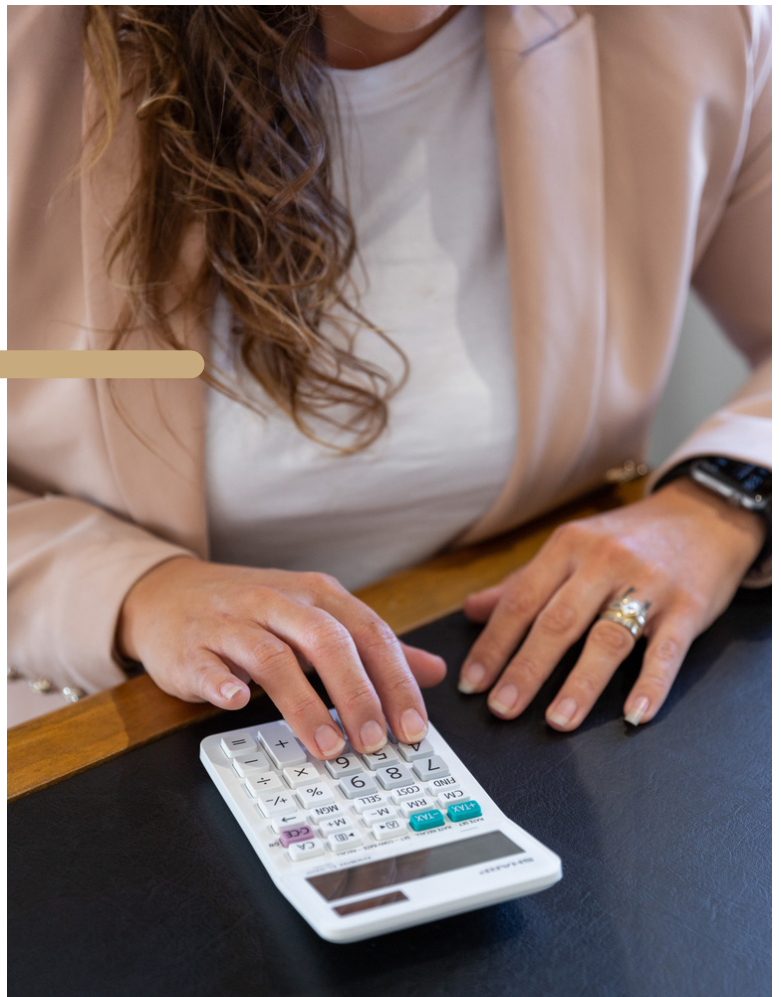
PRIMARY PRODUCERS

INCOME

- Grain Invoices
- Livestock Invoices
- Fruit Sale Invoices
- JobKeeper income
- Government Grants received
- Insurance Recovery Notices

DEDUCTIONS:

- Accounting
- Bank Fees
- Bookkeeping Fees
- Stock Purchases
- Commissions and Cartage
- Interest Expenses
- Insurance Policies
- Fertiliser, Seed & Spray Costs
- Licenses & Fees
- Land Care & Works
- Livestock & Fodder Expenses
- Wages, Superannuation & Workcover
- Printing, Stationery and Postage
- Rent and Outgoings
- Repairs & Maintenance
- Selling Fees - Yard, NLIS
- Subcontractor Fees
- Software and Subscription Fees
- Telephone and Internet
- Training and Workshops
- Travel Expenses
- All other Expenses



OTHER:

- Accounting file is reconciled**
- GST reporting is finalised**
- Livestock on hand
- Grain on hand
- Stocktake Figures
- Natural Increase, Deaths and Rations of Livestock
- Business Bank Statements
- Business Loan Statements
- Business Credit Card Statements
- Petty Cash
- Paperwork for any new Finance Agreements
- Superannuation Contributions
- Plant and Equipment Purchases
- Capital Works
- Any new Assets

** Unless we complete this work

Get in touch

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