Octopus Accounting & Tax Advisory

Octopus Accounting & Tax Advisory
is a CPA practice
ABN: 60 656 401 302

Liability limited by a scheme approved
under Professional Standards Legislation

Business tax return checklist

To ensure a smooth process for your business financial and tax return preparation, please provide the following documents as a minimum requirement before we commence:

For Existing Clients

1. **Bank Statements:** We require statements ending June 30, 2025, for all your business accounts. This includes daily business accounts, business credit cards, and any business loan accounts.
2. **Vehicle Information:** If your business operates a company car, please provide the following:
    - Car Logbook: Detailing usage and expenses
    - Car Loan Statement: If the car is under a loan
3. **Business Loan Statement:** If your business has any outstanding loans, please provide the corresponding statements.
4. **Capital Expenditure (CAPEX) Invoices:** Any invoices related to major purchases for long-term use, such as machinery or property, should be provided.

For New Clients

In addition to the documents mentioned above, we request the following additional documents:

1. **Previous Year's Financial Report & Tax Return:** To better understand your business financial history and ensure continuity.
2. **ASIC Company Statement:** A current statement from the Australian Securities and Investments Commission.
3. **ABN (Australian Business Number):** Your business's unique eleven-digit number.
4. **Signed Engagement Letter:** This document confirms your consent to our services and sets forth the terms of our professional relationship.
5. **Bookkeeping Records:** Alternatively, you can grant us access to your accounting software (e.g., Xero advisor access), so we can efficiently review your business transactions.

Ensuring that we have all necessary documents before we start will streamline the process and improve the accuracy and efficiency of your tax return preparation. Thank you for your cooperation!

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