Jim Pickersgill and Associates

Making the most of my appointment with my accountant?

My Tax Checklist – Business

Name: _____

Appointment with: _____

Date: _____ Appointment time: _____

The privacy and security of your personal information is imperative to us.

We kindly request that you do not send any sensitive or personal information via email. Documents can be securely uploaded to us through our website's submission portal located at the bottom of the opening page: https://jpickersgill.com.au/, provide in person to our office, or via after hours box (located at the front door).

☐ **New to JPA – we require:**

- Your previous year tax return, financials and depreciation schedule.
- Log on to your Accounting software (Quickbooks Online, Xero, MYOB and Reckon) and invite our practice as a User/Adviser, send invite to admin@jpickersgill.com.au

☐ Business records – eg. Cashbook, print out of reports
If using excel or other accounting software – please supply a USB or upload documents to the website portal, be sure to add the program, version and access information (eg. username and password)

☐ Trading stock on hand

☐ Bank statements for the entire financial year (1 July – 30 June)

☐ Loan documents for the entire financial year, including any new loan contracts

☐ Details of any business income and expenses. Including invoices for:
Insurance documents

☐ Details of any other income received (eg. rental and grants)

☐ Invoices – for any business-related asset purchases over $300

☐ Invoices – for any business-related new constructions (eg. new shed)

☐ Motor Vehicle – logbook if applicable eg. sedan

☐ Shares and property sales and associated purchase documentation of items sold within the financial year

☐ Dividends and annual tax statements

☐ Personal super contributions – Acknowledgement of Notice of intent to claim

☐ Income protection insurance statement if outside of superannuation