Jim Pickersgill and Associates

Making the most of my appointment with my accountant?

My Tax Checklist – Primary Producer

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)

☐ Number of stock on hand – Cattle, sheep, horses, goats, pigs, deer, alpacas etc.

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

☐ Farm Management Deposit Accounts – Funds in or out?

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

☐ Details of any business income and expenses. Including invoices and sales receipts for:

- Milk statements
- Stock purchases and sales
- Insurance documents

☐ Details of any other income received (eg. contract income, fodder sales, agistment, rental and grants)

☐ Invoices – for any farm related asset purchases over $300

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

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

☐ Dividend and annual tax statements

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

☐ Income protection insurance statement if outside of superannuation