



## What do I need to bring to spend my time more effectively with my accountant?

### My Tax Checklist – Primary Producer

Name: \_\_\_\_\_

Appointment with: \_\_\_\_\_

Date: \_\_\_\_\_ Appointment time: \_\_\_\_\_

- New to JPA – we require:**
  - Your previous year tax return, financials and depreciation schedule.
  - Access to online software if using a cloud-based accounting system such as Quickbooks Online, Xero, MYOB and Reckon
- Primary production records – eg. Cashbook, print out of reports
  - If using excel or other accounting software – please supply a USB or email [admin@jpickersgill.com.au](mailto:admin@jpickersgill.com.au) with the file and/or back-up, 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