



Evans & Hearn
Certified Practising Accountants

CLIENT CHECKLIST 2021

Accounting Package

- Copy of your backup file for your accounting software

Bank Statements & Finance Agreements

- Statements as at 30 June 2021 only for all bank accounts, loan accounts and credit cards included in your accounting software
- Statements for 1 July 2020 to 30 June 2021 for all bank accounts, loan accounts and credit cards not included in your software
- A copy of all new Lease/Hire Purchase/Chattel Mortgage agreements for assets purchased (if not already provided to us)

Income & Expenses

- List of Debtors outstanding as at 30 June 2021
- List of Creditors outstanding as at 30 June 2021
- Details of Government Payments from Centrelink, Federal and State Governments
- Copy of the 2021 PAYG Payment Summary Statement showing details of Gross Wages and Tax Withheld for all employees

Purchase or Sale of Land or Business

- Include a copy of the purchase or sale contract and settlement statement for the purchase or sale of land or businesses during the 2021 year

Income

Please provide a copy of:

- All 2021 PAYG Payment Summaries
- All 2021 Centrelink Payment Summaries
- Details of all interest earned on personal bank accounts, not provided by the business
- All Dividend Statements for dividends paid in the 2021 year
- All Trust Distribution statements
- For share sales, provide the details of
 - Share purchase details including amounts and dates
 - Share sale details including amounts and dates

Deductions

Please provide details of any deductions you have for:

- Work related car expenses including copy of logbooks
- Work related travel expenses
- Work related uniforms or protective clothing expenses
- Work related self-education expenses
- Other Work related expenses (e.g Union Fees, Tools of Trade, Registration)
- Gifts or Donations to charities
- Copy of Sickness and Accident Insurance policy showing the premium paid for the year

Rental Property

Income

- Gross Rent received between 1 July 2020 and 30 June 2021
If rented through an Agent, provide a copy of the Annual Rental Summary from the Real Estate Agent.
If privately rented, provide details of how many weeks the property was rented, and the rent that was charged each week
- Details of any Insurance proceeds received for the rental property

Expenses

- Council Rates, Body Corporate fees
- Insurance
- Pest Control
- Repairs and Maintenance, Gardening, Cleaning
- New assets purchased or installed
- Copy of all rental loan statements from 1 July 2020 to 30 June 2021

Purchased/Sold Rental Property

- Copy of Contract and Settlement statement for purchase or sale of rental property
- Details of expenses associated with purchase or sale (including commission, legal fees, stamp duty)

Superannuation Contribution

- Provide a copy of the letter received from your Superannuation Fund that confirms they have been notified of your superannuation contribution

Private Health Insurance

- Provide a copy of your Private Health Insurance statement for each adult that has been received from your PHI provider

Family Details

Number of dependent children at 30 June 2021 _____

Spouse details (if not a client)

Name:

Date of Birth:

Taxable Income 2021:

Bank Details

Please provide the bank details of where you would like any tax refund to be deposited by the ATO.

Name:

BSB

Account Number: