

2026 Company, Trust or Partnership Tax Return Checklist

Our Tax Checklist has been designed to help you stay organised; ensure you have all the necessary information & maximise your eligible deductions this tax season.

Complete the checklist before your appointment & bring any relevant supporting documents. If you have any questions or would like assistance, please contact our office on **(03) 9435 4444**.

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Income

- | | |
|---|--|
| <input type="checkbox"/> Accounting information (Trial Balance, Profit & Loss, & Balance Sheet) | <input type="checkbox"/> Details of any other investment income, e.g. rental income |
| <input type="checkbox"/> Asset register detailing depreciable assets bought, sold, or scrapped | <input type="checkbox"/> Grants, subsidies, payments & rebates received |
| <input type="checkbox"/> Cashbook (if maintained) | <input type="checkbox"/> Interest & repayments received from shareholders |
| <input type="checkbox"/> Copies of sell notes & settlement statements for shares sold (& original contract notes & settlement statements if possible) | <input type="checkbox"/> Proceeds from disposal of capital assets |
| <input type="checkbox"/> Copies of selling notes for units in managed funds sold (with original purchase notes if possible) | <input type="checkbox"/> Managed funds distribution statements, annual tax statements & capital gains statements |
| <input type="checkbox"/> Dividend Statements | |

Deductions

- | | |
|---|---|
| <input type="checkbox"/> Advertising & marketing expenses | <input type="checkbox"/> Motor vehicle expenses |
| <input type="checkbox"/> Bad debts written off | <input type="checkbox"/> Prepayments |
| <input type="checkbox"/> Bonuses & commissions paid to employees, external parties & Directors | <input type="checkbox"/> Professional subscriptions & journals |
| <input type="checkbox"/> Borrowing costs for new loans during the FY | <input type="checkbox"/> Rates, land taxes & insurance premiums |
| <input type="checkbox"/> Director fees | <input type="checkbox"/> Repairs & maintenance |
| <input type="checkbox"/> Donations of \$2 & over to deductible gift recipients | <input type="checkbox"/> Research & development activities & expenses |
| <input type="checkbox"/> Entertainment expenses | <input type="checkbox"/> Royalties paid |
| <input type="checkbox"/> Expenses incurred associated with establishing, expanding, merging or liquidating the entity | <input type="checkbox"/> Salaries paid, including fringe benefits |
| <input type="checkbox"/> Fringe benefits tax paid (& a copy of the FBT return lodged) | <input type="checkbox"/> Superannuation contributions for directors & employees |
| <input type="checkbox"/> Interest on loans | <input type="checkbox"/> Tax, accounting & audit fees paid |
| <input type="checkbox"/> Lease expenses for motor vehicles, premises & equipment | <input type="checkbox"/> Assets purchased, including date of purchase & amount |
| <input type="checkbox"/> Legal expenses | <input type="checkbox"/> Travel expenses (provide travel diaries) |
| <input type="checkbox"/> Lump sum payments (including for retirement & redundancy) | |

Balance Sheet - Assets

- | | |
|--|--|
| <input type="checkbox"/> Asset register detailing depreciable assets bought & sold or scrapped during the FY | <input type="checkbox"/> Capital assets purchased |
| <input type="checkbox"/> Bank statements | <input type="checkbox"/> Leases entered & terminated |
| <input type="checkbox"/> Cheque book butts & deposit books | <input type="checkbox"/> Loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates |
| <input type="checkbox"/> Copies of confirmation for any units in managed funds purchased | <input type="checkbox"/> Work-in-progress |
| <input type="checkbox"/> Copies of contract notes & settlement statements for any shares purchased | <input type="checkbox"/> Trade debtors with amounts outstanding |
| <input type="checkbox"/> Any other investments purchased | <input type="checkbox"/> Value of stock as at 30 June 2026 (& basis of valuation) |

Balance Sheet - Liabilities

- | | |
|--|---|
| <input type="checkbox"/> Accrued expenses (e.g. audit fees & bonuses) & unearned revenue | <input type="checkbox"/> Provisions for long service leave & annual leave |
| <input type="checkbox"/> Details of all loans | <input type="checkbox"/> Statements from lending authorities detailing the opening & closing balances of existing loans |
| <input type="checkbox"/> Listing of trade creditors with amounts owing | |

Balance Sheet - Equity

- | | |
|--|---|
| <input type="checkbox"/> Any changes to shareholding | <input type="checkbox"/> Any increase or decrease to reserves |
| <input type="checkbox"/> Loans from shareholders or partners | |

Additional information – company

- | | |
|---|--|
| <input type="checkbox"/> Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company | <input type="checkbox"/> Copies of minutes of company meetings |
| <input type="checkbox"/> Auditor's report (if applicable) | <input type="checkbox"/> Taxable payments annual report (TPAR) details if applicable |
| <input type="checkbox"/> Copies of Business Activity Statements &/or Instalment Activity Statements lodged | <input type="checkbox"/> Details of any share buy-backs or share cancellations |
| <input type="checkbox"/> Any of the following schedules (as applicable): | |
| <ul style="list-style-type: none"> • losses (carry-forward tax losses & net capital losses exceed \$100,000); • capital gains tax; • dividend & interest; • international dealings; • non-individual PAYG payment summary; • research & development (R&D) tax incentive | |

Additional information – trust

- | | |
|---|---|
| <input type="checkbox"/> Copies of Business Activity Statements &/or Instalment Activity Statements lodged | <input type="checkbox"/> Details of any units redeemed or issued during the income year (for a unit trust) |
| <input type="checkbox"/> Copies of minutes of trustee meetings, in particular, distribution resolutions | <input type="checkbox"/> Details of any elections (e.g. family trust election, interposed entity election) |
| <input type="checkbox"/> Copy of trust deed or any amendments during the income year, if not already supplied | <input type="checkbox"/> If closely held trust (including family trust), any relevant notices (e.g. tax file number (TFN) report, trustee beneficiary (TB) statement) |
| <input type="checkbox"/> Details of any unpaid present entitlements to beneficiaries or associate private companies | |



Additional information – partnership

- Copies of Business Activity Statements &/or Instalment Activity Statements lodged
- Copies of minutes of partnership meetings
- If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details
- Copy of partnership agreement
- If the partnership was restructured during the income year, all relevant details

Additional information – all entities

- Other receipts or outgoings received or incurred, where it is uncertain if assessable/deductible
- Copies of any employer shortfall exemption certificates