

Corporate Client Checklist

NAME OF ENTITY

ADDRESS:.....

TFN ABN

DAYTIME PHONE No. MOBILE No.....

EMAIL ADDRESS

CONTACT PERSON

Information/Documentation required for yearend preparation of Financial Statements and Tax return.

NB Tax year is from 1 July 2019 to 30 June 2020

		Enclosed	
		Yes	No
1	Does Teamwork Accounting have access to your accounting software (if applicable)? If not, please send invite to bk@team4u.com.au		
2	If no, then excel spreadsheet or schedule detailing income & expenditure and assets & liabilities		
3	Bank and loan statement reflecting balances as at 30th June 2020		
4	Copy of any Hire Purchase/Lease agreements		
5	Visa/Mastercard Statement reflecting balance as at 30th June 2020		
6	Debtors (people who owe you money) age analysis at 30th June 2020		
7	Creditors (people you owe money to) age analysis at 30th June 2020		
8	Details of any assets purchased during the year under the Small Business Instant Write-off rules		
9	Details of any cars/major assets sold or purchased during the year		
10	Rental income and expenditure statements for the year for any property owned if applicable		
11	Stock: Please provide a Value of Stock on Hand at 30 th June 2020		
12	Wages: Please provide Copies of ALL Group Certificates and PAYG Summary Statement		
13	Workers Compensation: Please provide a copy of your 2020 Certificate of Rateable Remuneration		
14	Any other details that may be relevant to the trust/company		