

# Leaders Tax Return Checklist Trust / Company / Partnership



**For The Year Ended 30 June 2024**

**It is not necessary to provide this information if we have a copy of the  
prior year's tax return and the information has not changed.**

<b>ENTITY NAME</b>	
<b>TAX FILE NUMBER</b>	
<b>ABN NUMBER</b>	
<b>CURRENT POSTAL ADDRESS</b>	
<b>POSTAL ADDRESS ON PREVIOUS TAX RETURN</b>	
<b>CURRENT BUSINESS ADDRESS</b>	
<b>DAYTIME PHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>MAIN BUSINESS ACTIVITY</b>	

**From 1 July 2013 the ATO will no longer issue refund cheques  
In order to receive a tax refund we must provide the ATO the entity's bank account details.**

<b>ACCOUNT NAME</b>	
<b>BSB NO.</b>	
<b>ACCOUNT NO.</b>	

**Copy of Engagement Terms / Tax Agent Services Guide Handed to Client**

	<b>Manager</b>	<b>Date</b>

## INCOME



<b>Please supply us with details:</b>	<b>YES</b>	<b>NO</b>
Sales of goods and services		
Distribution from partnerships and/or trusts		
Gross Interest		
Rent		
Dividends		
Distribution from partnerships and/or trusts		
Capital gains		
Assessable government payments (Jobkeeper payments)		
Other gross income (please specify below)		
•		
•		
•		

## DEDUCTIONS



<b>Please supply us with details:</b>	<b>YES</b>	<b>NO</b>
Did the entity make any purchases of goods during the year?		
• Opening stock		
• Purchases		
• Closing stock		
Do the entity employ workers?		
• Salaries and wages		
• Superannuation		
• Workers compensation		
• Payroll tax		
• Fringe benefits tax (FBT)		
Did the entity make any payments to contractors and consultants?		
• Taxable payments annual report		
Types of business expenses		
• Bad debts		
• Rent		
• Interest		
• Depreciation		
• Motor vehicle expenses		
• Repairs and maintenance		
Any other business expenses?		
•		
•		
•		

**OTHER RELEVANT INFORMATION**



Please supply us with the following documents where applicable:	YES	NO
Copies of the following incorporation documents		
<ul style="list-style-type: none"> <li>• Constitution/Trust Deed/Partnership agreement</li> </ul>		
<ul style="list-style-type: none"> <li>• Share/Unitholder certificates</li> </ul>		
<ul style="list-style-type: none"> <li>• Share/Unitholder register</li> </ul>		
<ul style="list-style-type: none"> <li>• Any amendment deeds/resolutions</li> </ul>		
Copy of Organisation chart / Group structure		
Detailed depreciation schedule for property, plant, equipment and motor vehicles		
Did the company have a debit director's loan balance?		
<ul style="list-style-type: none"> <li>• If yes, please provide the Division 7A loan agreements</li> </ul>		
Did the trust has an unpaid present entitlement owing to a private company which is part of the same family group during the year ended 30 June 2024?		
Did the entity have outstanding borrowings/hire purchase arrangements?		
<ul style="list-style-type: none"> <li>• If yes, please provide the loan agreements</li> </ul>		
Any other relevant information (please specify below)		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<ul style="list-style-type: none"> <li>•</li> </ul>		

Dated the ..... day of ..... 202.....

.....  
**Signature of Taxpayer**

.....  
**Name (Print)**

# TAX RETURN SUPPORTING WORKSHEET

Business Income	1
Main Business Activity	
Business Location	
Bookkeeping Software Used	MYOB / XERO / QUICKBOOKS / OTHERS .....
Backup File Attached?	YES / NO (please circle)
Inventory Valuation	
• Opening Stock	..... UNITS @ \$..... COST / MARKET VALUE
• Purchases	\$.....
• Closing Stock	..... UNITS @ \$..... COST / MARKET VALUE
Property, Plant & Equipment • Depreciation Schedule	YES / NO (please circle)
Motor Vehicles • Depreciation Schedule • Logbook (if applicable)	YES / NO (please circle)

Rental Income	2
Property Address:	
Period Rented in 2024 year:	
Property Agent Statement Attached?	YES / NO (please circle)
Any other expenses not paid by agent (please specify)	\$..... \$..... \$..... \$.....
Cost Base Calculation • Purchase Price • Stamp Duty • Legal fees on purchase • Any other incidental costs	\$..... \$..... \$..... \$..... (Please attach the supporting documents)
Property sold?	YES / NO (please circle) Where sold, please provide the contract and settlement sheet

## TAX RETURN SUPPORTING WORKSHEET (cont)

### Details of Interest Received

Bank	Branch	Account No	Amount (\$)	Joint Names

### Details of Dividends Received

Company	Date Paid	Unfranked Dividends (\$)	Franked Dividends (\$)	Imputation Credits (\$)	TFN Amount (\$)

### Details of Trust Distributions

Trust	Franked Distribution (\$)	Franking Credits (\$)	Trustee Tax (\$)	TFN Amount (\$)	Capital Gain (\$)	Foreign Source (\$)