

BUSINESS ACCOUNTS – SOLE TRADER CLIENT CHECKLIST

2022 FINANCIAL YEAR

Please complete your contact details below to ensure our database is up to date

Name			
Trading Name (If applicable)			
Address			
Email:		Phone:	

Questions	Client to complete
Do you require your accounts by a due date or for a particular purpose (E.G. Finance applications)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date Required: _____
Do you have a MYOB, Quick Books, Xero, Reckon or other file? Are you using online version? Please contact us if you are using a program other than the above we can advise you what reports we will need.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <i>- If YES - Please speak to you accountant about sending file user invite to allow us to access your file.</i> <i>- If NO - See the next question.</i>
Backup copy uploaded Once uploaded please ensure No Changes are made to this file for dates prior to 30 June 2022. If changes are made this is likely to result in extra work on your accounts which will be reflected in our fee.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please advise following details: Version : _____ User name : _____ Password : _____
If you do not have a data file please provide. Business income and expense summary.	Details Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you carry stock on hand (SOH) or work in progress (WIP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost value at 30 June 2022?	SOH : (\$) _____ WIP : (\$) _____
Do you use a motor vehicle in your business? If you have more than 1 motor vehicle please attach this information on a separate sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No Make: _____ Model: _____ Date Purchased: _____
Total cost of MV – please supply a tax invoice if available.	\$ _____

<p>Km's travelled?</p>	<p>Approximately how many business kms would you travel in the vehicle per week?</p> <p>_____ kms on average for _____ weeks of the year.</p>
<p>Do you have a log book?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - Please attach</p> <p>What is your business percentage _____ %</p> <p>If YES - Have you provided MV running expenses such as fuel, registration, insurance, repairs etc?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is the vehicle financed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - please provide finance documents.</p>
<p>Did you sell any motor vehicles or other assets during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of items sold _____</p> <p>Attached details for each item.</p>
<p>Did you purchase any motor vehicles or other assets for business during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of items purchase _____</p> <p>Attached details for each item.</p>
<p>Please provide details of what was sold, date, proceeds received and any finance paid out.</p>	<p>Details attached for each</p>
<p>Are your superannuation contributions for any employees paid to date?</p> <p>Payment for June quarter should be paid in full by 28th July 2022</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO - Please advise when payments were made.</p> <p>_____</p> <p>Have you lodged a superannuation guarantee Charge statement for each quarter that your super was late?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you make any super contributions for yourself during the 2022 financial year?</p> <p>please attach confirmation from your super fund.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount: \$ _____</p> <p>Confirmation of notice of intention to claim a deduction from your super fund attached.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you lodged your PAYG payment summaries/ completed STP finalisation for the year ended 30 June 2022 with the ATO?</p> <p>For employees, other than director/related parties, PAYG payment summaries/STP finalisation must be provided by the employer no later 14th July 2022.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - please ensure you include these documents with your paperwork if you need us to prepare for you.</p>

Do you have any dependents?	<input type="checkbox"/> Yes How many? _____
Did you receive any taxable payments from Service Australia such as?	<input type="checkbox"/> Pandemic Leave Disaster Payment (PDLP) <input type="checkbox"/> Disaster recovery Allowance (DRA) <input type="checkbox"/> Natural Disaster Relief and Recovery Arrangements (NDRRA)