Company, Trust and Partnership Checklist
July 2024 - June 2025 Financial Year

We have prepared this checklist as a guide to help you collect the documents and items that will help us to prepare your 2025 financial statements and tax return. As you gather together receipts, statements and other documents, please check them off below and look through the list to see if anything is missing. If there is any other information that you think is relevant please send this to us. We hope you find it useful.

Entity Details ***(New clients please complete, continuing clients please notify us of any changes)***

Name of entity: ______________________________

Tax file number: ______________________ ABN: ______________________

Contact name: ______________________________

Postal address: ______________________________

Phone: ______________________________

Email: ______________________________

General Information	Information Provided	Not Applicable
New clients: Copy of last tax return and accounts	◯	◯
Xero files: Send invitation to "Advisor Access and Manage User" to xero@whittleaa.com.au	◯	◯
MYOB files: Send invitation with "Administrator" access to myob@whittleaa.com.au	◯	◯
Download CSV file of bank account entries from internet banking for the whole year	◯	◯
Bank statements for the whole year, including balance at 30 June 2025	◯	◯
Trial balance, profit & loss statement, balance sheet	◯	◯

Income	Information Provided	Not Applicable
Details of sales of goods and services, including copies of invoices issued	◯	◯
Interest earned	◯	◯
Dividend statements	◯	◯
Distribution statements from partnerships, trusts, managed funds	◯	◯
Capital assets or investments sold, including sell notes, date, amount	◯	◯
Rental income, government payments and any other income received including Crypto	◯	◯

Expenses and Other Information	Information Provided	Not Applicable
Cost of sales including wages, operating expenses, repairs and maintenance etc	◯	◯
Details of all superannuation contributions	◯	◯
Motor vehicle expenses and logbook	◯	◯
Loans and leases including interest paid	◯	◯
Capital assets or investments purchased, including buy notes, date, amount	◯	◯
Any other relevant expenses, including prepayments and legal expenses	◯	◯
Depreciable assets (property, plant and equipment) bought, sold or written off during the year	◯	◯