

2026 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

Information	Information provided	Not applicable
Income		
Accounting information, including trial balance, profit and loss, and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought and sold or scrapped during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any grants, subsidies, payments and rebates received	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Deductions		
Details of advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs for new loans entered into during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of director fees	<input type="checkbox"/>	<input type="checkbox"/>
Details of donations of \$2 and over to deductible gift recipients	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
Deductions		
Details of fringe benefits tax paid (and a copy of the FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of lump sum payments (including for retirement and redundancy)	<input type="checkbox"/>	<input type="checkbox"/>
Details of motor vehicle expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of prepayments	<input type="checkbox"/>	<input type="checkbox"/>
Details of professional subscriptions and journals	<input type="checkbox"/>	<input type="checkbox"/>
Details of rates, land taxes and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Details of repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Details of research and development activities and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of royalties paid	<input type="checkbox"/>	<input type="checkbox"/>
Details of salaries paid, including fringe benefits	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of tax, accounting and audit fees paid	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
Details of travel expenses (provide travel diaries)	<input type="checkbox"/>	<input type="checkbox"/>
Balance sheet – assets		
Asset register detailing depreciable assets bought and sold or scrapped during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation for any units in managed funds purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investments purchased	<input type="checkbox"/>	<input type="checkbox"/>
Details of capital assets purchased during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of leases entered into and terminated during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Details of work-in-progress	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade debtors with amounts outstanding	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock as at 30 June 2026 (and basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
<p>Balance sheet – liabilities</p> <p>Accrued expenses (eg audit fees and bonuses) and unearned revenue</p> <p>Details of all loans</p> <p>Listing of trade creditors with amounts owing</p> <p>Provisions for long service leave and annual leave</p> <p>Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Balance sheet – equity</p> <p>Details of any changes to shareholding</p> <p>Details of loans from shareholders or partners</p> <p>Details of any increase or decrease to reserves</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Additional information – company</p> <p>Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company</p> <p>Auditor's report (if applicable)</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of company meetings</p> <p>Taxable payments annual report (TPAR) details if applicable</p> <p>Details of any share buy-backs or share cancellations</p> <p>Any of the following schedules (as applicable):</p> <ul style="list-style-type: none"> • losses (carry-forward tax losses and net capital losses exceed \$100,000); • capital gains tax; • dividend and interest; • international dealings; • non-individual PAYG payment summary; • research and development (R&D) tax incentive 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Additional information – trust</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of trustee meetings, in particular distribution resolutions</p> <p>Copy of trust deed or any amendments during the income year, if not already supplied</p> <p>Details of any units redeemed or issued during the income year (for a unit trust)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Information	Information provided	Not applicable
<p>Additional information – trust</p> <p>Details of any unpaid present entitlements to beneficiaries or associate private companies</p> <p>Details of any elections (eg family trust election, interposed entity election)</p> <p>If closely held trust (including family trust), any relevant notices (eg tax file number (TFN) report, trustee beneficiary (TB) statement)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Additional information – partnership</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of partnership meetings</p> <p>Copy of partnership agreement</p> <p>If the partnership was restructured during the income year, all relevant details</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Additional information – all entities</p> <p>Other receipts or outgoings received or incurred, where uncertain if assessable/deductible</p> <p>Copies of any employer shortfall exemption certificates</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>