





# MYOB Accountants Resourcing Checklist New Entity Job – Year End



Please complete for **each** entity. All fields are mandatory.

## Information Required from your Practice

Please scan and upload the following documentation to us:

Previous years income tax return, financial statements & asset register	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
If not completed by MYOB Accountants Resourcing last year please provide a full set of prior year's work papers ( <i>including client movement report used to complete prior year's financial statements, existing HP's, journal entries, previous year's income tax return, financial statements &amp; asset register etc</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Copies of the following reports from the ATO Tax Agent Portal ( <i>ensuring lodgement &amp; payment of quarter four BAS is displayed</i> ):	
• Integrated Client Account	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
• Income Tax Account	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
• Fringe Benefits Tax Account	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
• Copies of all Business Activity Statements	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A copy of the company report ( <i>unless you are using our company secretarial service</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Any other documents that may lessen our level of enquiry to you?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

## Information Required from your Client

If available when sending the job. If not provided initially we will request it in our queries to your practice.

The bank statement at 30 June for each business bank account ( <i>along with the bank reconciliation statement at 30 June if client is not using MYOB</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
All business loan statements	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details of any new vehicles or equipment ( <i>including trade in details</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Hire purchase or lease agreements ( <i>only the pages containing financial information, or if it is an existing hire purchase a copy of the repayment schedule</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details of any payouts of financial agreements	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details of any assets disposed of during the year ( <i>including date of sale, proceeds, etc</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Annual PAYG Payment Summary Statement	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

## Related Individuals

Do you require us to prepare the associated individual returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Individual 1:	<input type="text"/>	Individual 2:	<input type="text"/>
Individual 3:	<input type="text"/>	Individual 4:	<input type="text"/>

Please scan and upload the following documentation to us:

PAYG Payment Summary form	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details of investment income ( <i>dividends, interest received, trust distributions, capital gains</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details of deductions	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Private health insurance annual tax statement & medical expenses details	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Details regarding the income of taxpayer's spouse and details of dependants	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Annual rental property statement and other expenditure for rental properties ( <i>including property address, date property first earned rental income, statement of settlement if the property has been sold or purchased during the year</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Copies of loan statements or total interest amounts for funds used for investment purposes	<input type="checkbox"/> Yes <input type="checkbox"/> N/A