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| Tax Agent Information and Checklist 2020 | | |
| **CLIENT DETAILS** | | |
| BUSINESS NAME: |  | |
| CONTACT NAME: |  | |
| DATE REVIEWED: |  | |
| **TAX AGENT** | | |
| COMPANY NAME: |  | |
| CONTACT NAME: |  | |
| PHONE: |  | |
| EMAIL: |  | |
| CLIENT PERMISSION TO LIASE WITH TAX AGENT PER ENGAGEMENT LETTER |  | |
| FILE ACCESS: | COMMENTS: | |
| **FINANCIALS** | | |
| YTD BALANCE SHEET AND P&L PROVIDED AFTER Q3 | DATE: | |
| BANK/CC ACCOUNTS REVIEWED | DATE:       NOTES: | |
| DEBTORS RECONCILED | DATE:       NOTES: | |
| CREDITORS RECONCILED | DATE:       NOTES: | |
| **INVENTORY** | | |
| INVENTORY STOCKTAKE VALUE AT 30 JUNE |  | |
| STOCK ADJUSTMENT JOURNAL CREATED? | DATE:       NOTES: | |
| INVENTORY COSTING METHOD? (FIFO/A.C) |  | |
| **LOANS/FINANCING** | | |
| COPIES PROVIDED OF NEW CONTRACTS | DATE:       NOTES: | |
| LOANS RECONCILED TO 30 JUNE | DATE:       NOTES: | |
| STATEMENTS PROVIDED FOR LOANS | DATE: | |
| **PRE-EOY CHECKS AND QUESTIONS OF TAX AGENT** | | **COMMENT** |
| DIRECTORS INFORMATION AND NECESSARY ACTION | WAGES/DRAWINGS ADJUSTMENT REQUIRED |  |
| PAYROLL PAYMENT REQUIRED |  |
| SUPERANNUATION PAYMENT REQUIRED |  |
|  | DIRECTORS LOAN ACCOUNT REVIEW – AGREEMENT REQUIRED? |  |
|  | EOFY ADJUSTMENTS TO BE PROVIDED |  |
|  | COPY OF COMPLETED FINANCIAL REPORTS TO BE PROVIDED |  |
|  |  |
|  |  |
|  |  |
| PAYROLL SET UP | PAYROLL CATEGORIES REVIEW |  |
| LINKED ACCOUNTS TO LEDGER |  |
| GENERAL REVIEW |  |
| **OTHER NOTES** | | |
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NOTE: To make changes select ‘Unprotect Form’ in the Developer Tab