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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 |  |
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| 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