

PREPARATION CHECKLIST

Business Financial Accounts & Income Tax Return

To assist us in preparing your **2026 financial statements**, please use this checklist when you compile your information and return it along with your data via the Client Portal. Completing the checklist will enable us to process your work more efficiently. This can lead to both time and cost savings as it reduces further requests for information, which can delay the compilation and analysis of your financial information.

Please ensure you complete ALL relevant questions and provide additional information as required.

Once we have completed your tax returns and financial statements, we will forward them to you for electronic signature unless you specifically request paper copies. For more information on how to sign your financial statements and tax returns please click on the links provided.

[Financial Statements](#)

[Tax Return](#)

Please ensure you complete ALL relevant questions and provide additional information as required in electronic format.

Your Details
Contact Name
Entity name
Contact Telephone Number
Email Address

Are we preparing your return for the first time?	If No: Skip to Next Page.	
<i>If Yes, Please supply the following:</i>	N/A	Filed in Client Portal?
Copies of your last financial statements		
A copy of your last income tax return		

Please ensure you supply ALL documentation required if any items above are relevant to you

Cash Balances *Please tick and provide additional paperwork as required*

Please provide access/login to **reconciled accounting software**.

Please select the software you are using:

XERO

Other

If other please provide login access to your accounting software:

Username:

Password:

If using Xero, please ensure you have added Corporate+ as a 'financial advisor'

	N/A	Filed in Client Portal?
Copies of bank reconciliations at 30 June 2026		
Copies of bank and loan (if applicable) statements for the month of June 2026		
Credit card statements up to and including 30 June 2026		
<i>If you are using accounting software and do not intend to supply Corporate+ with USB or link, please supply the following additional information:</i>		
Financial Statements such as: Balance Sheet, Profit & Loss Statement, GST summary for every BAS lodged during the year		
General ledger (both detailed, summary and payroll summary)		
Trial balance, bank reconciliations, debtors' reconciliations and summaries at 30 June 2026 and creditors reconciliations and summaries at 30 June 2026		
<i>If you do not use accounting software:</i>		
Expense payment details (such as spreadsheet summary and any invoices for any large or unusual amounts)		
Income details		
Bank reconciliations (if available) and bank statements for full year		

Please ensure you supply ALL documentation required if any items above are relevant to you

Debtors	N/A	Filed in Client Portal?
Please supply a list of trade debtors (owe you money) at 30 June 2026		
Please supply a list of bad debts written off or to be written off at 30 June 2026 (If previously included as income)		
Creditors		
Please supply a list of trade creditors (you owe money) at 30 June 2026		
Stock		
Value of stock on hand at 30 June 2026 and a copy of the stock value report		
Leases and Asset Finance		
Details (including contracts) for any new leases or equipment finance agreements entered during the year		
Plant, Equipment & other Assets (including Motor Vehicles)		
Details of assets acquired during the year, including date, cost and purchase contracts where applicable. Including property even if it hasn't settled yet.		
Assets purchased value in excess of \$20,000, please include a copy of the invoice.		
Details of assets sold during the year, including date and consideration received (inc. sale contracts where applicable). Including property even if it hasn't settled yet.		
Details of any assets that were scrapped, taken for personal use or traded in		
Details on any leases or asset finance agreements paid out during the year		
Salaries, Wages & PAYG withholding		
PAYG payment summaries issued to you and your staff or STP Final Report		
A copy of your Single Touch Final Report summary statement from the ATO		
Did you provide any non-cash benefits to employees such as motor vehicles, car parking and meals?		

Please ensure you supply ALL documentation required if any items above are relevant to you

Private Use / private portions of expenses	N/A	Filed in Client Portal?
For expenses such as Telephone, Internet, Electricity & Gas etc., please provide an estimate of the private usage (a percentage will suffice but please keep evidence of how you determined the percentage).		
For motor vehicle expenses please provide your completed logbook(s)		
Additional Information: If there is any other information that you consider relevant, or you have concerns/queries, please provide us with details and attach information if applicable:		

By submitting this checklist to Corporate Plus Accountants, I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Signed:	Date: