

## **BAS Checklist**

We will need you to send/bring information to assist us in preparing your Business Activity Statement for the period. Please check the following and bring along payment summaries, statements, accounts, receipts etc to help us prepare the return.

- Backup of Data File please make note of the following:
  - Software package (e.g. MYOB, Quickbooks) Version (e.g. Premier v17)
  - Password if applicable
  - Copies of bank statements showing trading period for BAS
  - Bank reconciliation documents

OR

- Manual system of Income and Expenditure indicating GST paid and received (Cash Book or Excel Spreadsheet)
- Please ensure that bank accounts in data file are reconciled to bank statements
- Copies of all bank statements indicating opening & closing balance for the quarter
- Copies of all invoices (income) for the period in date order.
- Copies of all payment receipts (purchases) and in date order.

Note: To ensure that you obtain the maximum deductions to which you are entitled and in consideration of the penalty provisions, FULL DETAILS of any claim should be provided and supporting documentation made available. Documentation may comprise of receipts, dockets, invoice, cheque butts or similar documents.

All original documents will be photocopied and sent back to you with your completed tax return. Documents must be kept by you the tax payer for a minimum of 5 years