



REGISTERED TAX AGENTS
CALL TAXPRO NOW!!!

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ABN Holders

What to have ready when we prepare your taxes:

- Business Income
- Retail or wholesale sales
 - Professional fees
 - Contract payments
 - Income where no ABN was quoted
 - Income – Voluntary agreement
 - Income – Labour hire payments
- Business Expenses
 - Accounting fees
 - Advertising & promotions
 - Bank fees and charges
 - Cleaning and rubbish removal
 - Contract payments (including payments to sub-contractors)
 - Depreciation of fixed assets
 - Electricity
 - Government charges, fees etc.
 - Hire or rent of plant & equipment
 - Home office
 - Insurance premiums
 - Interest paid
 - Materials & supplies
 - Motor vehicle expenses
 - Postage
 - Printing & stationary
 - Protective clothing
 - Repairs to equipment
 - Replacement of loose tools
 - Subscriptions & publications
 - Telephone – landline & mobile
 - Travel & accommodation

Review the checklist, sort relevant documents/ receipts, and keep them for at least five years