M·A·S PARTNERS

Australia's original accounting firm for small business

2025-26 Company, Trust or Partnership Tax Return Checklist

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Name of taxpayer: _____

Address: _____

Preferred Contact No: _____

Information	Information provided	Not applicable
Income		
Accounting information, including trial balance, profit and loss, and balance sheet		
Asset register detailing depreciable assets bought and sold or scrapped during the income year		
Cashbook (if maintained)		
Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)		
Copies of sell notes for units in managed funds sold (and original purchase notes if possible)		
Details of any other income such as rental income		
Details of any other investment income		
Details of any grants, subsidies, payments and rebates received		
Details of interest and repayments received from shareholders		
Details of proceeds from disposal of capital assets		
Managed funds distribution statements, annual tax statements and capital gains statements		
Dividend statements		
Deductions		
Details of advertising and marketing expenses		
Details of bad debts actually written off during the income year		
Details of bonus deduction expenditure (eg external training courses, digital adoption and efficient energy use)		
Details of bonuses and commissions paid to employees		
Details of bonuses and commissions paid to external parties		

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Information	Information provided	Not applicable
Details of bonuses paid to directors		
Details of borrowing costs for new loans entered into during the income year		
Details of director fees		
Details of donations of $2 and over to deductible gift recipients		
Details of entertainment expenses		
Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity		
Details of fringe benefits tax paid (and a copy of the FBT return lodged)		
Details of interest on loans		
Details of lease expenses for motor vehicles, premises and equipment		
Details of legal expenses		
Details of lump sum payments (including for retirement and redundancy)		
Details of motor vehicle expenses		
Details of prepayments		
Details of professional subscriptions and journals		
Details of rates, land taxes and insurance premiums		
Details of repairs and maintenance		
Details of research and development activities and expenses		
Details of royalties paid		
Details of salaries paid, including fringe benefits		
Details of superannuation contributions for directors		
Details of superannuation contributions for employees		
Details of tax, accounting and audit fees paid		
Details of any assets purchased, including date of purchase and amount		
Details of travel expenses (provide travel diaries)		
Balance sheet – assets		
Asset register detailing depreciable assets bought and sold or scrapped during the income year		
Bank statements		
Cheque book butts and deposit books		
Copies of confirmation for any units in managed funds purchased		

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Information	Information provided	Not applicable
Copies of contract notes and settlement statements for any shares purchased		
Details of any other investments purchased		
Details of capital assets purchased during the income year		
Details of leases entered into and terminated during the income year		
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates		
Details of work-in-progress		
Listing of trade debtors with amounts outstanding		
Value of stock as at 30 June 2026 (and basis of valuation)		
Balance sheet – liabilities		
Accrued expenses (eg audit fees and bonuses) and unearned revenue		
Details of all loans		
Listing of trade creditors with amounts owing		
Provisions for long service leave and annual leave		
Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year		
Balance sheet – equity		
Details of any changes to shareholding		
Details of loans from shareholders or partners		
Details of any increase or decrease to reserves		
Additional information – company		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company		
Auditor's report (if applicable)		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year		
Copies of minutes of company meetings		
Details of any share buy-backs or share cancellations		
Taxable payments annual report (TPAR) details if applicable		

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Any of the following schedules (as applicable):		
• losses (carry-forward tax losses and net capital losses exceed $100,000);		
• capital gains tax;		
• dividend and interest;		
• international dealings;		
• non-individual PAYG payment summary;		
• research and development (R&D) tax incentive		
Additional information – trust		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year		
Copies of minutes of trustee meetings, in particular distribution resolutions		
Copy of trust deed or any amendments during the income year, if not already supplied		
Details of any units redeemed or issued during the income year (for a unit trust)		
Details of any unpaid present entitlements to beneficiaries or associate private companies		
Details of any elections (eg family trust election, interposed entity election)		
If closely held trust (including family trust), any relevant notices (eg tax file number (TFN) report, trustee beneficiary (TB) statement)		
Additional information – partnership		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year		
Copies of minutes of partnership meetings		
Copy of partnership agreement		
If the partnership was restructured during the income year, all relevant details		
If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details		

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Information	Information provided	Not applicable
Additional information – all entities		
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible		
Copies of any employer shortfall exemption certificates		