

ABN Holders Checklist



**RIVERWOOD
GROUP**

What to have ready when we prepare your tax return:

- Bank details – BSB & Account Number for the deposit of your tax refund
- PAYG Payment Summaries (Group Certificates)
- Investment Income – interest on bank accounts and dividends received on shares
- Medical Expenses – your portion of costs paid
- Donations
- Business Income
 - Retail or wholesale sales
 - Professional fees
 - Contract payment.
 - Income where no ABN was quoted
 - Income – voluntary agreement
 - Income – labour hire payments
- Business Expenses
 - Accounting fees
 - Advertising & promotions
 - Bank fees & charges
 - Cleaning & rubbish removal
 - Contractor 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 & stationery
 - Protective clothing
 - Repairs to equipment
 - Replacement of lost tools
 - Subscriptions & publications
 - Telephone – landline & mobile
 - Travel & accommodation.