



BAGGETTA & CO

ACCOUNTANTS | FINANCIAL PLANNERS | SELF-MANAGED SUPER FUNDS

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2019 Trust Checklist

To assist us in preparing your trust income tax return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

****DELIVERY UPON COMPLETION****

(Please tick preferred delivery method upon completion of your income tax return)

- Email to me (only applicable to clients who email or use dropbox to send their tax information in to us)
(Email or dropbox to advice@baggetta.com.au Please use dropbox if your email and attachments are 10MB or more)
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

Legal Name of Trust: _____

Trading Name of Trust: _____
(if different to Legal Name)

Trustee(s) of Trust (tick ONE only)

Individual Trustee(s) Name of Trustee 1: _____

Name of Trustee 2: _____

Corporate Trustee Name of Company: _____

Preferred Contact Name : _____

Business Address: _____

Postal Address (if different to Business Address): _____

Email: _____

Telephone (W): _____ (H): _____ (M): _____

TFN: _____ ABN: _____

Is the Trust registered for GST? NO YES

Business Activity Description: _____

- Did the Trust have its business data on a bookkeeping software package?
 - NO. Go to next question
 - YES. Please provide
 - Data file (if applicable)
 - Name of Software: _____ Version: _____
 - Login ID (if applicable): _____
 - Password (if applicable): _____

- Please provide the following documentation:
 - Copy of ALL business bank statements covering the period
1 July 2018 to 30 June 2019 inclusive
 - Copy of ALL business credit card statements covering the period
1 July 2018 to 30 June 2019 inclusive

- Did the Trust have any business/investment loans?
 - NO. Go to next question
 - YES. Please provide
 - Copy of ALL business loan statements covering the period
1 July 2018 to 30 June 2019
 - Loan #1: Reason for Loan is to _____
Business/investment portion of Loan : _____%
 - Loan #2: Reason for Loan is to _____
Business/investment portion of Loan : _____%

- Did the Trust sell any shares and/or managed funds in this financial year?
 - NO. Go to next question
 - YES. Please complete form below
 - Capital gains tax checklist provided
(if you do not have one, please call baggetta & co)

- Did the Trust sell any rental properties in this financial year?
 - NO. Go to next question
 - YES. Please provide
 - FINAL settlement statement of sale

- Did the Trust buy any rental properties, and/or receive any investment property rental income in this financial year?

- NO. Go to next question
- YES. Please complete form below

- Rental checklist provided
(if you do not have one, please call Baggetta & co)

- Did the Trust employ staff?

- NO. Go to next question
- YES. Please provide

- Copy of PAYG Payment Summaries issued
- Copy of Annual PAYG Payment Summary Statement

- Did the Trust buy, lease or hire any business assets between 1 July 2018 and 30 June 2019?

- NO. Go to next question
- YES. Please provide

- Purchase contract, and/or
- Invoice/receipts

- Did the Trust sell or scrap any business assets between 1 July 2018 and 30 June 2019?

- NO. Go to next question
- YES. Please provide

- Sale contract, and complete the table below

| Date Sold/Scrapped | Asset Number | Asset Description | Amount Received (if any) |
|--------------------|--------------|-------------------|--------------------------|
| 1. | | | \$ |
| 2. | | | \$ |
| 3. | | | \$ |
| 4. | | | \$ |

- Is the Trust a trading business?

- NO. Go to next question
- YES. Please complete the following

- Stock on Hand as at 30 June 2019 \$_____

- Did the Trust write off any bad debts?

- NO. Go to next question
- YES. Please complete the following

| Name of Debtor | Amount written off |
|----------------|--------------------|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |

- Did the Trust use a motor vehicle for business related purposes?

- NO. Go to next question
- YES. Please select method of claim
 - Business kms travelled: _____ km,
 - Make & Model of Motor Vehicle: _____

OR

- Logbook method. Please complete form below

- MV logbook form provided
(if you do not have one, please call baggetta & co)

- Did the Trust have any debtors (i.e people who owe you money) as at 30 June 2019?

- NO. Go to next question
- YES. Please complete the following

| Name of Debtor | Amount outstanding (including GST) |
|----------------|------------------------------------|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |

- Did the Trust have any creditors (i.e people you owe money to) as at 30 June 2019?

- NO. Please sign declaration below
- YES. Please complete the following

| Name of Creditor | Amount outstanding (including GST) |
|------------------|------------------------------------|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |

NEW CLIENTS ONLY

Please provide a copy of the following:

- | | | |
|--|-----------------------------------|-----------------------------|
| 1. 2018 Trust Tax Return | <input type="checkbox"/> Provided | |
| 2. 2018 Trust Financials (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |
| 3. Loan contracts for existing loans (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |

Please tick to indicate who will provide a copy of the following: **Client** **Ex-Accountant**

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. Trust Deed | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Company Register (only applicable if Corporate Trustee) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> NA |
| a. If Corporate Trustee, will Baggetta & Co maintain the Company Register? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare my 2019 income tax return.

I also 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.

Dated the day of 20.....

.....
Signature of Trustee

.....
Name (print)