



## 2020 Partnership Checklist

To assist us in preparing your partnership 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](mailto: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)

### FULL NAME OF PARTNERS:

First Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

First Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Legal Name of Partnership: \_\_\_\_\_

Trading Name of Partnership: \_\_\_\_\_  
(if different to Legal Name)

Preferred Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address (if different to Business Address): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ (H): \_\_\_\_\_ (M): \_\_\_\_\_

TFN: \_\_\_\_\_ ABN: \_\_\_\_\_

Is the partnership registered for GST?  NO  YES

Business Activity Description: \_\_\_\_\_

- Did the Partnership 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 account statements covering the period 1 July 2019 to 30 June 2020 inclusive
  - Copy of ALL business credit card statements covering the period 1 July 2019 to 30 June 2020 inclusive
  
- Did the Partnership have any business loans?
  - NO. Go to next question
  - YES. Please provide
    - Copy of ALL business loan statements covering the period 1 July 2019 to 30 June 2020
      - 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 Partnership 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 Partnership buy, lease or hire any business assets between 1 July 2019 and 30 June 2020?

- NO. Go to next question
- YES. Please provide
  - Purchase contract, and/or
  - Invoice/receipts

- Did the Partnership sell or scrap any business assets between 1 July 2019 and 30 June 2020?

- NO. Go to next question
- YES. Please provide
  - Sale contract, and complete the table below

<b>Date Sold/Scrapped</b>	<b>Asset Number</b>	<b>Asset Description</b>	<b>Amount Received (if any)</b>
1.			\$
2.			\$
3.			\$

- Did the Partnership have any stock on hand at 30 June 2020?

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

- Stock on Hand as at 30 June 2020 \$\_\_\_\_\_

- Did the Partnership write off any bad debts?

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

<b>Name of Debtor</b>	<b>Amount written off</b>
1.	\$
2.	\$
3.	\$
4.	\$

- Did the Partnership 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 Partnership have any debtors (i.e people who owe you money) as at 30 June 2020?

NO. Go to page 4

YES. Please complete the following

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

- Did the Partnership have any creditors (i.e people you owe money to) as at 30 June 2020?

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. 2019 Partnership Tax Return                       | <input type="checkbox"/> Provided |                             |
| 2. 2019 Partnership 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 |

**I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare the 2020 partnership 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 Partner

.....  
Full Name of Partner