



## BAGGETTA & CO

ACCOUNTANTS | FINANCIAL PLANNERS | SELF-MANAGED SUPER FUNDS

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# 2021 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](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)

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 2020 to 30 June 2021 inclusive
  - Copy of ALL business credit card statements covering the period  
1 July 2020 to 30 June 2021 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 2020 to 30 June 2021
      - 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 2020 and 30 June 2021?

- 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 2020 and 30 June 2021?

- 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.			\$
4.			\$

- Did the Trust have any stock on hand at 30 June 2021?

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

- Stock on Hand as at 30 June 2021 \$\_\_\_\_\_

- 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 2021?

- 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 2021?

- 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. 2020 Trust Tax Return                             | <input type="checkbox"/> Provided |                             |
| 2. 2020 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 the 2021 Trust 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)