

Contractor Checklist

(If registered for GST please indicate if figures are inclusive or exclusive of GST)

- If you use Cashflow Manager, please provide a backup of the file.
- If you use an online accounting such as MYOB, Xero or Quickbooks software please invite us to view your file. Please use the email address as follows megan@buderimaccountingservices.com

INCOME

- Total Income Received
 - Invoice totals
 - PAYG Payment Summary – Voluntary Agreement
- Interest Income

EXPENSES

- Motor Vehicle Expenses
 - Type
 - Purchase details (including finance contract)
 - Fuel
 - Registration & Insurance
 - Repairs & Maintenance
 - Second vehicle for quoting Km's travelled
- QBCC License
- Insurance
 - Public Liability
 - Work Cover
 - Income Protection
- Materials
- Tool replacements (list out item costing more then \$300)
- Tool Maintenance
- Telephone
- Home office (hours spent on business work)
- Subcontractors expenses (Have you lodged the Taxable Payments Report for the applicable year?)

- Wages paid
- Superannuation for employees
- Personal superannuation contributions (Please provide Acknowledgement of Notice of Intent to claim a deduction if received from super fund.)
- Accounting fees
- Advertising
- Printing & Stationery
- Postage

Please provide any other information that you feel will be integral to the preparation of your tax return.

Date Incurred	Description	Amount

Notes to Accountant:

These checklists are a guide only. Your personal circumstances may be simpler or more complicated. Please provide any additional information relating to your situation.