

<b>CLIENT:</b> _____	<b>DATE RECEIVED</b>
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	<b>Details Enclosed YES / NO / N/A</b>
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**BUSINESS - CRITICAL**

- Copy of file on disc, usb or cashbook

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- Bank reconciliation @ 30 June for each bank account

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- Bank statements ended 30 June for each business bank account

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- Copy of Annual PAYG Payment Summary & Payment summaries

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- All loan statements covering the period 1 July to 30 June

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- Debtors & creditors print out at 30 June if not accounted for in software

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- For rental properties held, real estate agent monthly summary statements

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- For land or properties purchased/sold, sale/purchase contracts & settlement sheets

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- Amount of stock on hand at 30 June exclusive of any GST

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- Livestock numbers for beef cattle producers for the year ended 30 June

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	<b>Details Enclosed YES / NO / N/A</b>
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**FOR PERSONAL**

- Copies of Payment Summaries from employers/centrelink

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- Interest received on bank accounts

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- Dividends received (supply copies of dividend statements)

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- copy of buy/sell contracts for all shares, land & property

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- Private health cover year end statement

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- Trust distributions received (please supply copies of annual tax statements from investment funds)

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- Details of out of pocket medical expenses where total is greater than \$1500

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- Work related expenses - motor vehicle, study, donations, travel, income protection insurance

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- For rental properties held, real estate agent annual statements

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**OTHER DOCUMENTS:**

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**BDI**

- Has the budget been completed and signed off?      Yes      No      \$ \_\_\_\_\_
- Is there any outstanding debts?      Yes      No      \$ \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Workflow Manager \_\_\_\_\_

Client Partner \_\_\_\_\_