

To assist Etax Local to prepare your Business Activity Statement could you please provide the following information:

Name of Entity:		
Contact Person		
Type of business		
Cash or Accruals		
ABN:		
Business Address:	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	Postcode:
Postal Address: As above <input type="checkbox"/>	Unit/Level Number:	
	Street Address:	
	Suburb:	
	City:	
	State:	Postcode:
Phone Numbers:	Landline:	Mobile:
Email address:		
BAS's to be done	/ /	Or specify periods

Business Records – please provide either 1, 2, or 3

1 <input type="checkbox"/>	<p>An Invite to your software package (e.g. Xero, MYOB, QuickBooks) if you use one.</p> <ul style="list-style-type: none"> Send to xero@etaxlocal.com.au, or myob@etaxlocal.com.au, or quickbooks@etaxlocal.com.au If you are sending an Invite, and you are asked for a User Name, the User Name is Alison Griffin <p style="text-align: right;"><i>OR, if access to your software package is not available,</i></p>
2 <input type="checkbox"/>	<p>The following reports (Cash/Accruals as required) to the extent available for the period/s:</p> <ul style="list-style-type: none"> Profit & Loss; Balance Sheet Bank & Credit Card Statements GST detailed report Payroll report <p style="text-align: right;"><i>OR if the above financial reports are not available,</i></p>
3 <input type="checkbox"/>	<p>Please provide the following information (use a separate sheet for each BAS Period).</p>

Period end date that the following information relates to:		/ /	
INCOME			
Sales		\$	
Other income (if any)		\$	
Total Income		\$	
WAGES PAID TO EMPLOYEES			
Gross Wages		\$	
Less PAYG Deductions		\$	
Total Net Wages		\$	
OTHER EXPENSES			
Accounting fees	\$	Passenger refreshments	\$
Bank fees	\$	Parking & Tolls	\$
Internet	\$	Printing & Stationery, Office	\$
Motor Vehicle (M/V) Cleaning	\$	Registration & Application Fees	\$
M/V Fuel and Oil	\$	Repairs & Maintenance (not M/V)	\$
M/V Registration	\$	Subscriptions – e.g. Spotify	\$
M/V Insurance	\$	Telephone	\$
Repairs and Maintenance	\$	Something else? (Please specify below)	
		\$	
Total Other Expenses		\$	

Business Documents – Please provide electronic/scanned copies to Etax Local

Income	<ul style="list-style-type: none"> All statements from any share community income. For example: Ride sharing (Uber etc.), Deliveroo, Airtasker, AirBnB
Expenses	<ul style="list-style-type: none"> Invoices for any capital items (i.e. where the item cost more than \$1,000) Insurance invoices (these may need a GST adjustment) M/V registration (these may need a GST adjustment) M/V Log book. If you do not have a Log book, any M/V claim will be based on cents per klm. <p>Please note: We may need other receipts, if the information you provide is likely to be queried by the ATO. This might include unusual or abnormally high expenses. If you think we might need a document, please provide it.</p>

Any additional information or questions?

Not sure about something in this checklist?

No problem. Simply get in touch with our Support Office on 1300 174 689 or contact your Etax Local Member.