**DOCUMENTS REQUIRED TO PROCESS & COMPLETE BOOKKEEPING**

* BUSINESS REGISTRATION AND ABN (new clients)
* BANK STATEMENTS FOR THE PERIOD TO BE RECONCILED (includes business accounts and credit cards)
* ALL PURCHASE TAX INVOICES (Ensure to write the date when bill was paid & how it was paid eg. Chq acc, Visa or Cash)
* TAX INVOICES FROM SUBCONTRACTORS (make sure their details are on the invoice, name, address & ABN) If you don’t have these you cannot claim a deduction.
* LOAN DOCUMENTS (if a new loan was acquired for business or to buy an asset)
* LIST OF ASSETS PURCHASED
* INSURANCE DOCUMENTS
* HP/LEASE AGREEMENTS
* MOTOR VEHICLE LOG BOOK
* **PAYROLL DETAILS**
  + PAYROLL BOOK (this should include hours worked and rate of pay)
  + EMPLOYEE TAX DECLARATION FORMS
  + PROOF OF WORK VISA (if non – resident)
  + CHOICE OF SUPERANNUATION FORM (from employees)



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