**DOCUMENTS & Information REQUIRED TO COMPLETE**

**BUSINESS TAX RETURNS**

* ACCESS OR COPY OF YOUR BOOKEEPING SOFTWARE e.g. MYOB, Xero, Quickbooks, etc.
* COPIES OF TAX INVOICES FOR DEDUCTIBLE PURCHASES
* BANK STATEMENTS TO THE 30 JUNE

Credit cards and Business accounts

* LOAN DOCUMENTS and Statements until 30 June

Chattel mortgage for Assets purchased e.g. car, work vehicle, tools or business loan

* LIST OF ASSETS PURCHASED FOR THE FINANCIAL YEAR OR START UP COSTS
* INSURANCE DOCUMENTS
* MOTOR VEHICLE LOGBOOK

Should have been kept for 3 months in the financial year. Only need to see this once every 5 years.

* TRAVEL Itineraries AND LOGBOOKS/DIARIES FOR CLAIMS
* PREVIOUS YEARS FINANCIALS & TAX RETURNS (if a new client)

Some of these documents may not be relevant to your business, if you are unsure include them anyway.

Once all the documents are received, we will then commence your tax return.

Please contact us on 9306 2274 or [admin@ybab.com.au](mailto:admin@ybab.com.au) if you have any queries.

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