

UPA Business Clients			
Documents Required	Description	Applicable	Enclosed
Reconciled Cash Book	Reconciled manual cash book or a computer disk and name of program E.g. MYOB. Advise passwords if files are protected.		
Bank Statements	Copies of bank statements or reconciled bank account balance with the bank statement at 30/06/09		
Cheque Butts / Deposit Books	Cheque butts and deposit books that have details listed including date, amount, whether there is GST included in price and details of the income or expense item		
Loan Statements / Hire Purchase (HP) / Chattel Mortgage	Copies of any bank loans where interest on the loan is being claimed as a deduction		
Dividend Statements	Details of dividends received during the financial year. If you are missing dividend statements, provide details of the number of shares held		
Rental Property Income & Expense Details	A rental summary from the real estate agents if the property is managed, or a list of all income and expense items		
Overseas Income Details	Details of any income received outside of Australia, including tax paid and length of time outside Australia		
Trust Distribution Statements	Annual tax summary from the managed fund investment and quarterly statements where applicable		
Assets Bought or Sold	Sale / buy contract notes or confirmation from the share registry		
Purchase of Property	Purchase documents including stamp duty and legal fees paid		
Sale of Property	Settlement contract and any expenses related to the sale of the property		
Debtors Listing	Debtors list at 30/06/09		
Creditors Listing	Creditors list at 30/06/09		
Stock on Hand	Stock on Hand list at 30/06/09		
Work in Progress (WIP)	WIP at 30/06/09		
Depreciable Assets Purchased	Details of when the asset was purchased and how much it cost		
Insurance Policy Documents	Details of insurance premiums paid where a deduction is being claimed in the accounts and / or income tax return		
PAYG Withholding Statement	Copy of the PAYG Payment Summary Annual Report of all payment summaries issued to employees during the financial year		
Superannuation	Details of all superannuation guarantee payments made for employees during the financial year		