



PRESTIGE PARTNERS
ADVISORY | SOLUTIONS | GROWTH

2025 Company Checklist

To assist us in preparing your company income tax return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

****DELIVERY UPON COMPLETION****

(Please tick preferred delivery method upon completion of your income tax return)

- ☐ Email to me (only applicable to clients who email or electronically send their tax information in to us)
- ☐ I will collect it from your office upon notification from you
- ☐ Post to me (I understand postage fees may apply)

FULL NAME OF DIRECTOR/S:

First Name/s: _____ Surname: _____

First Name/s: _____ Surname: _____

Legal Name of Company: _____

Trading Name of Company: _____
(if different to Legal Name)

Preferred Contact Name: _____

Business Address: _____

Postal Address (if different to Business Address): _____

Email: _____

Telephone (W): _____ (H): _____ (M): _____

TFN: _____ ABN: _____

Is the Company registered for GST? ☐ NO ☐ YES

Business Activity Description: _____



- Did the Company have its business data on a bookkeeping software package?

☐ NO.

☐ YES. Please provide

☐ Data file (if applicable)

☐ Name of Software: _____ Version: _____

☐ Login ID (if applicable): _____

☐ Password (if applicable): _____

- Please provide the following documentation:

☐ Copy of ALL business bank account statements covering the period
1 July 2024 to 30 June 2025 inclusive

☐ Copy of ALL business credit card statements covering the period
1 July 2024 to 30 June 2025 inclusive

- Did the Company have any business/investment loans?

☐ NO.

☐ YES. Please provide

☐ Copy of ALL business loan statements covering the period
1 July 2024 to 30 June 2025

☐ Loan #1: Reason for Loan is to _____
Business/investment portion of Loan : _____%

☐ Loan #2: Reason for Loan is to _____
Business/investment portion of Loan : _____%

- Did the Company sell any shares and/or managed funds in this financial year?

☐ NO.

☐ YES. If Yes, please provide

☐ Supporting documentation



- Did the Company sell any rental properties in this financial year?
 - ☐ NO.
 - ☐ YES. Please provide
 - ☐ FINAL settlement statement of sale
- Did the Company buy any rental properties, and/or receive any investment property rental income in this financial year?
 - ☐ NO.
 - ☐ YES. Please complete form below
 - ☐ Rental checklist provided
(if you do not have one, please call Prestige Partners)
- Did the Company pay dividends to its shareholders in this financial year?
 - ☐ NO.
 - ☐ YES. Please provide
 - ☐ Minutes of meeting stating the amount of dividends paid
- Did the Company pay Directors Fees in this financial year?
 - ☐ NO.
 - ☐ YES. Please provide
 - ☐ Minutes of meeting stating the amount of directors fees paid
- Did the Company employ staff?
 - ☐ NO.
 - ☐ YES. Please provide
 - ☐ Copy of PAYG Payment Summaries issued
 - ☐ Copy of Annual PAYG Payment Summary Statement
- Did the Company buy, lease or hire any business assets between 1 July 2024 to 30 June 2025?
 - ☐ NO.
 - ☐ YES. Please provide
 - ☐ Purchase contract, and/or
 - ☐ Invoice/receipts



- Did the Company sell or scrap any business assets between 1 July 2024 and 30 June 2025?

☐ NO.

☐ YES. Please provide

☐ Sale contract, and complete the table below

Date Sold/Scrapped	Asset Number	Asset Description	Amount Received (if any)
1.			\$
2.			\$
3.			\$
4.			\$

- Did the Company have any stock on hand at 30 June 2025?

☐ NO.

☐ YES. Please complete the following

- Stock on Hand as at 30 June 2025 \$ _____

- Did the Company write off any bad debts?

☐ NO.

☐ YES. Please complete the following

Name of Debtor	Amount written off
1.	\$
2.	\$
3.	\$
4.	\$

- Did the Company use a motor vehicle for business related purposes?

☐ NO.

☐ YES. Please select method of claim

☐ Business kms travelled: _____ km,

- Make & Model of Motor Vehicle: _____

OR

☐ Logbook method. Please provide logbook



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- Did the Company have any debtors (i.e people who owe you money) as at 30 June 2025?

☐ NO.

☐ YES. Please complete the following

Name of Debtor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

- Did the Company have any creditors (i.e people you owe money to) as at 30 June 2025?

☐ NO.

☐ YES. Please complete the following

Name of Creditor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

NEW CLIENTS ONLY

Please provide a copy of the following:

- | | | |
|--|-----------------------------------|--|
| 1. 2024 Company Tax Return | <input type="checkbox"/> Provided | |
| 2. 2024 Company Financials (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |
| 3. Loan contracts for existing loans (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |
| 4. Company Register (provided by Client or Ex-Accountant?) | <input type="checkbox"/> Client | <input type="checkbox"/> Ex-Accountant |
| 5. Will Prestige Partners maintain the Company Register? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare the 2025 company income tax return.

I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Director

.....
Full Name of Director