Rubiix Business Accountants

Entity Tax Return Checklist

2026 Income Year | 1 July 2025 to 30 June 2026

Companies, trusts and partnerships

How to complete this checklist

1. **Open it in Adobe Acrobat Reader.**
   Save this file to your computer and open it in the free Adobe Acrobat Reader. Web browsers and some preview apps may not save your answers or unlock the boxes.
2. **Answer Yes or No to every question.**
   Ticking an answer unlocks the tick boxes and notes box for that question. Not sure? Tick Yes and explain in the notes - we'll work it out with you.
3. **Statements must show 30 June 2026 balances.**
   For every bank account, credit card, loan and finance agreement, please upload statements that show the closing balance as at 30 June 2026.
4. **Upload your documents, then this checklist, to your secure folder.**
   Use the secure online folder link we emailed you. Documents cannot be attached to this form. When you're finished, save this completed form and upload it to the same folder.

1. Entity details

Entity name (as registered)

ABN

Financial year end (if not 30 June)

Entity type

◯ Company ◯ Discretionary (family) trust ◯ Unit trust ◯ Partnership ◯ Other

If other, please describe

Contact person

Position (e.g. director, trustee, partner)

Phone

Email address

Have there been any changes to the entity's details, ownership or structure since last year? ◯ Yes ◯ No

E.g. address, contact person, directors, shareholders, trustee, appointor, trust deed, beneficiaries, unitholders, partners or profit shares, or the entity started, stopped trading or changed structure.

If yes, tick all that apply:

☐ I have uploaded supporting documents (e.g. deed of variation, unit transfers, partnership agreement)

If yes: Describe the changes and the dates they took effect.

Does the entity keep its records in accounting software (e.g. Xero, MYOB, QuickBooks)? ◯ Yes ◯ No

Tick all that apply:

- ☐ Rubiix has access to the file
- ☐ Bank feeds are connected and transactions are coded to 30 June 2026

Notes: Software name. If no software is used, tell us how records are kept (e.g. spreadsheet, bank statements only).

Is the entity registered for GST? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ All activity statements (BAS) for the year have been lodged

If yes: Lodgement frequency (monthly, quarterly or annually) and accounting basis (cash or accruals), if known.

2. Bank accounts and finance

Have you uploaded statements showing the closing balance at 30 June 2026 for ALL accounts? ◯ Yes ◯ No

Include every account in the entity's name, including accounts closed during the year.

Tick all that you have uploaded:

- ☐ Bank accounts (including savings, term deposit and offset accounts)
- ☐ Credit cards
- ☐ Payment platforms and merchant accounts (e.g. PayPal, Stripe, Square, Afterpay)

Notes: List the accounts and cards. If any statements are still to come, tell us which ones.

Does the entity have loans, overdrafts, hire purchase, chattel mortgage or lease agreements? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ I have uploaded statements showing the balance at 30 June 2026 and interest charged for the year
- ☐ I have uploaded the contract for any new loan, refinance or finance agreement this year

If yes: Lender, purpose or asset financed, and the start date of any new agreement.

3. Income and year-end balances

Can you confirm that all debtors (amounts owed to the entity) at 30 June 2026 are still receivable? ◯ Yes ◯ No

If no: Tell us which debts are unlikely to be collected and should be written off, and why.

Did the entity hold trading stock or have unbilled work in progress at 30 June 2026? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ A stocktake was done at 30 June 2026 and I have uploaded the listing with values

If yes: Value of stock and how it was valued (cost, market selling value or replacement value), and closing WIP.

Did the entity receive grants, subsidies, insurance payouts, interest, dividends, trust distributions or rent? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ I have uploaded the statements, grant letters or claim settlements

If yes: Source and amount of the income.

4. Expenses and employees

Did the entity prepay any expenses covering periods after 30 June 2026 (e.g. insurance, rent, interest)? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ I have uploaded the invoices

If yes: What was prepaid and the period covered.

Did the entity have employees during the year? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ All pays were reported through Single Touch Payroll and finalised for the year
- ☐ Superannuation for the April to June quarter was paid
- ☐ The entity is registered for payroll tax or WorkCover

If yes: Number of employees and any changes (e.g. new staff, terminations, unpaid wages or super at 30 June).

Did the entity pay contractors or subcontractors? ◯ Yes ◯ No

Building and construction, cleaning, courier, road freight, IT, and security businesses must lodge a TPAR.

If yes, tick all that apply:

- ☐ I have uploaded a list of contractors with their ABNs and amounts paid
- ☐ The entity has lodged, or needs us to lodge, a Taxable Payments Annual Report (TPAR)

If yes: Type of work contractors did.

Does the entity own or lease vehicles, or provide benefits to employees or directors (e.g. car, private bills)? ◯ Yes ◯ No

If yes, tick all that apply:

- ☐ A logbook has been kept for each vehicle
- ☐ Vehicles are available for private use by directors, owners or employees
- ☐ An FBT return has been, or needs to be, lodged

If yes: Make, model and year of each vehicle and who uses it, and any other benefits provided.

Were any private or personal expenses paid by the entity, including private legal fees or travel? ◯ Yes ◯ No

If yes: Describe the expenses and amounts, or mark them in your accounting software.

Did owners, directors or partners pay any business expenses personally? ◯ Yes ◯ No

If yes, tick all that apply:

☐ I have uploaded receipts

If yes: Describe the expenses and amounts.

5. Assets and investments

Did the entity buy, sell, trade in, scrap or dispose of any assets or investments costing $1,000 or more? ◯ Yes ◯ No

E.g. vehicles, machinery, equipment, computers, furniture, fit-out, property, shares, cryptocurrency. Include assets scrapped, lost, stolen, given away or no longer used.

If yes, tick all that apply:

☐ I have uploaded tax invoices, contracts or broker confirmations for assets bought

☐ I have uploaded sale, trade-in or disposal documents for assets sold

☐ I have uploaded finance contracts for any assets bought on finance

Asset description (e.g. 2026 Toyota HiLux, shares)	Bought / sold	Date	Amount (incl. GST)	Trade-in or finance details

If yes: Any further detail, e.g. date first used or installed, business-use percentage, or more assets if the table is full.

6. Company and trust matters

Please answer the questions that apply to your type of entity, and answer No to any that don't.

Company: Did the company pay or declare dividends during the year? ◯ Yes ◯ No

If yes, tick all that apply:

☐ I have uploaded dividend statements or directors' minutes

If yes: Amount, date and shareholders paid.

Trust: Has the trustee decided how the trust's income for the year is to be distributed? ◯ Yes ◯ No

Distribution resolutions generally need to be made by 30 June 2026, or an earlier date if the trust deed requires it.

If yes, tick all that apply:

☐ I have uploaded the signed trustee resolution or minutes

If yes: Beneficiaries and the amounts or percentages to be distributed.

7. Other information

Has the entity received any letters, notices or reviews from the ATO, ASIC or a state revenue office? ◯ Yes ◯ No

If yes, tick all that apply:

☐ I have uploaded a copy

If yes: Briefly describe what it was about.

Would you like to discuss tax planning, business structure or cash flow for the coming year? ◯ Yes ◯ No

If yes: Topics you would like to cover.

Is there anything else we should know, or any question for our team? ◯ Yes ◯ No

E.g. significant events during the year or since 30 June 2026: new major contracts, legal disputes, large insurance claims, plans to sell the business.
If yes: Your comments or questions.

8. Documents and declaration

I declare that I am authorised to provide this information on behalf of the entity (as a director, trustee, partner or other authorised person), and that the information provided is true, correct and complete to the best of my knowledge. I understand Rubiix Business Accountants will rely on this information to prepare the entity's financial statements and tax return, which will be provided for review and approval before lodgement. Typing your name below confirms this declaration.

☐ I have uploaded all supporting documents, including statements showing 30 June 2026 balances, to the secure folder.

☐ I will save this completed checklist and upload it to the same folder.

Full name	Position	Date

Thank you. We'll review your information and contact you if we need anything else. We will also send you a fee estimate before work commences.