

Please note that for most trusts, companies, partnerships and sole traders, the 2023-24 income tax returns are due for lodgement by 15 May 2025 (unless you have been advised otherwise). In order for us to complete your income tax return by the due date, we will require your information no later than 1 April 2025.

During peak tax periods, our turnaround is 6 - 9 weeks from when we receive your documentation.

ENTITY NAME	<hr/>	DIRECTOR/PARTNER(S)	<hr/>
STREET ADDRESS*	<hr/>		
SUBURB*	<hr/>		
PREFERRED EMAIL*	<hr/>		
PREFERRED PHONE NO:	<hr/>		
*REQUIRED			
BUSINESS ACTIVITY		*REQUIRED	

#### INCOME

If you are an existing client, please review your Xero access to ensure we have the appropriate Advisor access to your information. If you are a new client with us, Welcome, and please contact us to arrange Advisor access to your Xero for all members of your Venta team.

In addition to Xero access, please provide copies the following information via email, USB or upload into Xero:

- invoices for asset purchases over \$300;
- documentation regarding any new loans taken out during the year;
- documentation regarding additional taxes paid such as FBT and Payroll Tax;
- annual tax information relating to any investments held by the family group;
- any other information pertinent to the preparation of the return and financial statements.

#### DISTRIBUTION FROM OTHER COMPANY, PARTNERSHIP OR TRUST

Did you receive distributions from another entity?

Yes  No



Where you received a distribution from another entity, please provide a copy of the tax return or distribution statement.

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If you have invested in units of a private unit trust, please provide the market value of the units as at 30 June 2024. If you have any regarding this issue, please feel free to contact us.

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If you received a distribution from a public unit trust, please provide a copy of the annual distribution summary and end of year portfolio statement.

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#### RENT

Did you receive any rental income during the year to 30 June 2024?

Yes  No

Please provide copies of the monthly rental statements or a copy of the annual summary, if available, for all investment properties.

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Please provide copies of settlement statements, and purchase contracts and documentation where you purchased a property between 1 July 2023 and 30 June 2024.

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Please advise whether there are any joint venture arrangements underlying any properties, if so, please contact Venta to discuss what information is required.

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#### INTEREST

Name of Bank	Account Number	Interest Received



## DIVIDENDS

Please provide copies of all dividend statements including those taking part in dividend reinvestment plans ("DRP"). Please contact us if you have problems sourcing this information.

Company	DRP Y/N	Number of Shares	Joint	Amount Received

## CAPITAL GAIN

Did you sell any assets such as shares or property (including cryptocurrencies) which were acquired after 20 September 1985? Yes  No

If Yes, please provide the following information (where applicable):

- Purchase and sale contracts\*
- Evidence of incidental costs incurred
- Depreciation information (if applicable)
- Purchase and sale settlement statements
- Brokerage costs (if applicable)
- Trading statements showing purchases and sales

## ANY OTHER INCOME

Please provide details of all receipts during the financial year e.g. grow payments subject to foreign resident withholding etc which do not fit into any of the above categories:

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## LOANS

Have you reviewed any of your loans within the year to 30 June 2024? Yes  No

Are your loans looked after by a broker or a bank manager? Broker  MANAGER



## EXPENSES

### MOTOR VEHICLE

Were there any motor vehicles owned by the business, or did you use your own vehicle for business purposes during the year to 30 June 2024?

Owned by Business  Used Own Vehicle

If owned by the business, did you maintain a logbook during the year (note: it needs to have been kept for a continuous 12 week period)? Yes  No

If yes, please provide a itemised list summarising the following information:

Fuel	<input type="checkbox"/>	Motor Vehicle Registration	<input type="checkbox"/>
Motor Vehicle Insurance	<input type="checkbox"/>	Repairs/Maintenance	<input type="checkbox"/>
Interest on Borrowings	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

If the car was newly acquired during the year 30 June 2024, please also provide the car's purchase invoice.

If you have taken a loan for the vehicle, please provide the loan documentation and any repayment schedule provided by the lender.

If you have a lease for the vehicle, please provide the figures of your lease payments.

If you have not kept a logbook, but used your car for the business, let us know how many kilometres you have travelled for business in 2024. The Maximum the ATO will allow you to claim using this method is 5,000km.

Motor Vehicle Registration Number \_\_\_\_\_

Kilometres driven \_\_\_\_\_

Purpose of travel \_\_\_\_\_

### TAX LOSS

Does the entity/business have any losses to brought forward from prior years? Yes  No

### SUPERANNUATION

Has the entity/business made any contribution to a superannuation fund during the year to 30 June 2024? Yes  No

If yes, please confirm the amount of superannuation guarantee paid in July 2024. \_\_\_\_\_



#### CAPITAL PURCHASES

If the entity/business purchased any capital assets during the year, please provide copies of the purchase invoices.

#### OTHER DEDUCTIONS

Please provide details regarding any other expenses not listed at any other item and any other information which you would like us to be aware of:

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#### DISTRIBUTION TO STAKEHOLDERS

Please provide a list of payments made to shareholders:

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Please note, we require the above information in order to prepare your financial statements and income tax return. The above list of documents whilst being comprehensive, is not intended to be exhaustive. If you are uncertain as to whether additional documents are required, or if some documentation is missing, please contact us.

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**PLEASE ENSURE ALL INFORMATION SUPPLIED IS CORRECT. THE ONUS IS ON THE TAXPAYER TO BE ABLE TO SUBSTANTIATE THE INFORMATION SUPPLIED.**



## RENTAL PROPERTY CHECKLIST

ONLY INCLUDE RENTS RECEIVED AND EXPENSES PAID BETWEEN 1 JULY 2021 AND 30 JUNE 2022.

OWNER NAME AND PERCENTAGE:	
OWNER NAME AND PERCENTAGE	
OWNER NAME AND PERCENTAGE	
ADDRESS OF PROPERTY:	
NUMBER OF WEEKS PROPERTY RENTED	

<b>INCOME</b>	
GROSS RENTAL INCOME	
OTHER RENTAL RELATED INCOME	

<b>EXPENSES</b>	
ADVERTISING	
STRATA LEVIES	
CLEANING	
COUNCIL RATES	
GARDENING	
INSURANCE	
INTEREST ON LOANS	
LAND TAX	
LEGAL FEES	
PEST CONTROL	
PROPERTY AGENT FEES	
REPAIRS/MAINTENANCE ('R&M')	
STATIONERY/TELEPHONE/POSTAGE	
WATER CHARGES	
OTHER	

PLEASE PROVIDE DETAILS OF R&M OR PLANT AND EQUIPMENT PURCHASES IN EXCESS OF \$300:	

HAS THE PROPERTY BEEN REFINANCED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, PLEASE PROVIDE:	
BANK OFFER	
BANK STATEMENTS FOR THE PERIOD	

FOR NEW PROPERTIES PURCHASED, PLEASE PROVIDE THE FOLLOWING:	
PURCHASE CONTRACT	
SETTLEMENT STATEMENT	
FIRST BANK STATEMENT	
BANK OFFER	
DEPRECIATION SCHEDULE (IF ANY)	