

2026 Small Business Tax Return Checklist

1 July 2025 – 30 June 2026

Business details

Legal name			
TFN		ABN	
Registered business name			
Nominated contact person(s)			
Place of business address			
Postal address (if different)			
Contact number		Email address	
Business bank details	BSB	Account	

What's your business activity ?		
Were you registered for GST during the year?	Yes	No
Did you pay any wages to staff during the year?	Yes	No
Did you pay any staff superannuation during the year?	Yes	No
Did you use a bookkeeper during the year?	Yes	No

Recordkeeping

How did you keep your records?	Online accounting software	Microsoft Excel / Apple Numbers	Other
--------------------------------	----------------------------	---------------------------------	-------

You must provide us your recordkeeping data or authorise us access to your file.

Send invitations for accounting software to the email addresses below. Be sure to select Adviser/Accountant role and include Manage Users rights and Payroll access if applicable.

 Xero Samantha Holder sam@generaltax.com.au	 QuickBooks Graham Robinson admin@generaltax.com.au	 MYOB Graham Robinson graham@generaltax.com.au
--	--	--

Business bank accounts and business loans

How many business bank accounts do you have?	0	1	2	3+
Provide copies of bank statements for all bank accounts showing 30/06/2026.				
How many business loans do you have?	0	1	2	3+
Provide copies of bank statements for all business loans showing 30/06/2026.				
How many business credit cards do you have?	0	1	2	3+
Provide copies of credit card statements up to and including 30/06/2026.				

Assets

Did you have stock on hand as at 30/06/2026?	Yes	N/A	Amount
Did you purchase assets (excluding stock) during the year between \$1,000 – \$20,000?	Yes	N/A	
Provide asset description, date of purchase, and purchase price.			
Did you purchase assets (excluding stock) during the year that cost more than \$20,000?	Yes	N/A	
Provide asset description, date of purchase, and purchase price.			
Did you sell assets (excluding stock) during the year?	Yes	N/A	
Provide asset description, date of sale, and sale price.			

Motor vehicles

How many vehicles does your business own?	0	1	2	3	4+
--	---	---	---	---	----

If motor vehicle is being claimed, we require for each vehicle either A or B:

A	Provide logbook percentage (if applicable), or	%
B	Provide number of kilometres travelled . (Max 5,000kms)	kms

Finance / lease / hire purchase agreements

Did you enter into or refinance any agreements during the year?	Yes	N/A
--	-----	-----

Provide copies of any new finance agreements or lease contracts.

Did you pay out any agreements during the year?	Yes	N/A
--	-----	-----

Provide details about the loan or agreement that was paid off.

Did you earn any bank interest income?	Yes	No	Amount:
---	-----	----	---------

Did you own any shares (includes Employee Share Schemes)?	Yes	No
--	-----	----

Did you earn any share dividend income during the year?	Yes	No
--	-----	----

Did you sell any shares during the year?	Yes	No
---	-----	----

Did you earn any managed funds income?	Yes	No
---	-----	----

Did you buy, sell or trade any cryptocurrency during the year?	Yes	No
---	-----	----

Did you earn any foreign source income during the year?	Yes	No
--	-----	----

Questions & Comments

If you're a new client and were referred by someone, please let us know their name. <i>They'll receive a little thank you from us for sending you our way.</i>	Referred by:
---	--------------

Do you have any notes or comments you'd like to share with the General Tax team? <i>Feel free to include anything new, unusual, or important that may help us complete your return accurately (e.g. job changes, new child, investments, property, deductions, or questions).</i>	
--	--