



GST CHECKLIST

This checklist forms the basis of the information to be included in your GST return and should be used as a guide by you to ensure that our office receives all information required to complete your GST return accurately and on a timely basis.

Records required if relevant:	Encl	N/A	\$ or %	Comment
Bank statements				
Credit Card Statements				
Store Card Statements				
Legal Statements for all legal transactions				
Motor Vehicle - % of private use				
Value of private fuel or exp on fuel card				
Total private tolls paid during the period				
Attach list of any expenses paid with cash				
Details of any income not banked				
List of assets sold				
List of assets purchased (enclose invoices)				
Finance and loan agreements				
Insurance Invoices				
Value of any goods taken for own use				

If you are registered on an invoice basis, please provide the following additional information:

List of accounts receivable				
List of accounts payable				

It is important that details are legible. Where we cannot decipher information, we must assume it is not business related.

You need to ensure that all goods provided to related entities have been transferred and paid for at market value through the business bank accounts. You also need to ensure that all business related transactions occur through the business bank accounts.

There is a significant amount of additional time involved where you have multiple business bank accounts, or you use the business bank account for private expenditure. If you would like to discuss the use of your business bank accounts to monitor performance, please discuss this with us.

We request that Yorke Stone & Associates Limited prepare our GST return for the relevant period and confirm that our instructions relate to the compilation of the GST return and do not include an audit of the material provided by us. We confirm that all relevant information has been provided and acknowledge that the return will be completed based on this information. We confirm that we held Tax Invoices for all expenses claimed.

Signed: _____ Date: _____

Company/Name: _____