

RESOURCE GUIDE

EOFY / Tax Time Checklist

Getting ready for tax time? Here's what to have ready.



Bookkeeping support built for local businesses — Karratha & the Pilbara

Tax time is a lot less stressful when everything's ready to go before we sit down to it. Here's what to start pulling together as the financial year wraps up.

As always, don't stress if you're missing a few things — we can track them down together. — **Thilini**

Your Tax Time Checklist

Income & Sales

- ☐ Total sales/income for the year (this is usually ready to go if your Xero has been reconciled regularly)
- ☐ Any invoices still outstanding at year end
- ☐ Details of any other income — interest, grants, or proceeds from selling assets

Expenses & Deductions

- ☐ Receipts and records for business expenses throughout the year
- ☐ A vehicle logbook, if you're claiming a business vehicle
- ☐ Home office expenses, if you work from home
- ☐ Details of any large one-off purchases or repairs

Assets & Equipment

- ☐ Details of any assets purchased or sold during the year (equipment, vehicles, tools)
- ☐ Any asset finance or loan statements

Payroll & Super (if you have employees)

- ☐ STP finalised for the year (due 14 July)
- ☐ Superannuation paid up to date, including the most recent payday period
- ☐ Employee details up to date — TFN declarations and super fund choices

Other Paperwork

- ☐ A copy of last year's tax return, for reference
- ☐ Any ATO correspondence received during the year
- ☐ Details of any business loans, or changes to your business structure

Need a hand?

Getting these together before we start makes tax time faster, smoother, and a lot less stressful for both of us. If you're not sure whether something applies to you, just ask.

Thilini — TR Accounting Services

Phone: 0493 463 952

Web: traccountingservices.com.au

Proudly supporting businesses across Karratha & the Pilbara