

Name: _____

Accountant: _____

Quarter Ended: _____

GOODS & SERVICES TAX (GST)

ACCOUNTING SOFTWARE USERS

- Have you processed 360 FV's last TransRev?
- Have you reconciled all your bank accounts (including loans and credit cards) and including entry of outstanding deposits and payments?
- Have you reconciled your accounts receivable and accounts payable?
- Have you reconciled your wages to the general ledger?

ALL BUSINESS CLIENTS

- Have you supplied your data file/cashbook/Sales (green) & Purchases (yellow) sheets?
- Have you sufficiently narrated all transactions?
- Have you supplied relevant supporting documentation for the following:
 - Asset purchases/sales (shares, real estate, plant & equipment, motor vehicles etc)
 - Livestock purchases/sales (eg, cattle sales invoice, asset purchase tax invoice)?
 - Legal fees
 - Insurance premium notices
 - Credit Card Statements
- Have you checked that all GST entered agrees with your tax invoices?

PAY AS YOU GO (PAYG) WITHHOLDING

- Have you provided details of the total amount of salary and wages including commissions, directors fees, eligible termination payments and non cash benefits provided?
- Have you provided details of the total amount of tax withheld from total salaries and wages paid?

FUEL TAX CREDITS SCHEME

- Have you provided details (invoices or delivery dockets) of eligible litres purchased for the Fuel Tax Credit Scheme?

Please feel free to contact the team at 360 FV on 02 6568 2300 (Macksville) or 02 6651 5999 (Coffs Harbour) should you have any questions or concerns relating to your Business Activity Statement.