BAS Checklist

"SEA Cashbook"

Client _____ GST Period_____

1. I have attached <u>ALL</u> of the following information: **Please Tick**

* Reconciled SEA Cashbook	☐
* All Bank statements	☐
* All Loan statements	☐
* Cheque butts and Deposit books	☐
* Credit Card statements	☐
* Petty Cash summary	☐

To make sure that we have all of the information we require to complete your BAS correctly, please answer the following questions:

2. Have you **signed any agreements** for: Hire Purchase, sale or purchase of land or any other major assets, leases or loans? If yes, please attach copies of any new agreements.   YES/NO
_____
_____

3. Do you or any relatives use any **business assets** for **private use** (for example, a business car or phone)? If yes, please give details of percent of time used privately.   YES/NO
_____
_____

4. Have you **bought or sold any assets** (such as tools, equipment, computers etc costing more than $100) in this GST reporting period? If yes, please provided details. (date, cost, item)   YES/NO
_____
_____

5. You must ensure you have tax invoices for all expenses and purchases made. These must be kept for 5 years. **Do you have tax invoices** for all expenses and purchases made in this GST reporting period?   YES/NO

6. Have you **taken any PAYG Tax (Group Tax) out** of your employees wages during this GST reporting period? If yes, attach your wages book/records: YES/NO

    How much have you paid your employees (i.e. gross)?
    _____

    How much PAYG Tax have you deducted?
    _____
    _____

    How much have they received in their hand (i.e. net)?
    _____
    _____

7. Have you **calculated** and **paid superannuation** for your eligible employees for this quarter? If yes, please give details.   YES/NO

    _____
    _____

I/We acknowledge the information requested above is required to ensure the accuracy of our GST Return and to avoid penalties. All information is enclosed and is correct.

_____   _____
Signed   **Date**

Access to support for helping your business grow