



SOUTH EAST ACCOUNTING

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Beaconsfield Vic 3807
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Business Income Checklist – Individuals

Business Information	
Client Name	
Business Name	
ABN	
Business Address	
Business Industry	

Business Income & Expenses			
Item		Applicable (y/n)	Docs Attached /Amount
Income	Provide income details (\$)		
	Was more than 80% of this income derived from 1 customer? (e.g. were you contracting to a business)		
	Are you registered for GST. If yes, are your BAS returns up to date?		
Expenses	Attach a breakdown of expenses. (please provide a total of each line item. E.g. Telephone \$250 Materials \$500 Not just a total of all expenses.		
	Have you kept a vehicle logbook? If yes: <ul style="list-style-type: none"> • What business %? • Provide expense details If no: <ul style="list-style-type: none"> • how many KM did you travel 		
	Did you purchase any equipment?		
	Provide your prior years tax returns if not prepare by us (for depreciation details)		
	Other – Give details		