2026 Company Tax Checklist

A simple guide to the information we may need to prepare your company's 2026 financial statements and income tax return.

Client / Entity Information

Company Name	
ABN	
Contact Person	
Email / Phone	
Accounting Software	

Income & Sales

Sales / trading income records or access to accounting software	Yes	No	N/A
Interest income	Yes	No	N/A
Dividends and franking credits received	Yes	No	N/A
Government grants, subsidies or other business income	Yes	No	N/A
Capital gains / sale of shares, investments, property or business assets	Yes	No	N/A
Other income not recorded in the accounting file	Yes	No	N/A

Business Expenses & Records

Bank and credit card statements for business accounts	Yes	No	N/A
Motor vehicle expenses and/or logbook information	Yes	No	N/A
Travel, accommodation and entertainment expenses	Yes	No	N/A
Insurance, subscriptions, licences and professional memberships	Yes	No	N/A
Repairs, maintenance, rent and utilities	Yes	No	N/A
Legal, accounting and other professional fees	Yes	No	N/A
Bad debts written off	Yes	No	N/A
Any expenses paid personally by directors/shareholders on behalf of the company	Yes	No	N/A

Assets, Loans & Finance

Details and invoices for assets purchased or sold during the year	Yes	No	N/A
New finance agreements, leases, hire purchase or equipment loans	Yes	No	N/A
Loan statements showing balances at 30 June 2026	Yes	No	N/A
Details of money borrowed from or advanced to directors/shareholders	Yes	No	N/A

Employees & Superannuation

Payroll records are complete and finalised for the year	Yes	No	N/A
Superannuation records / outstanding superannuation amounts	Yes	No	N/A
Employee allowances, reimbursements or fringe benefits	Yes	No	N/A

Other Information

Stock / inventory value at 30 June 2026 (if applicable)	Yes	No	N/A
Work in progress at 30 June 2026 (if applicable)	Yes	No	N/A
Accounts receivable / debtors at 30 June 2026	Yes	No	N/A
Accounts payable / creditors at 30 June 2026	Yes	No	N/A
Changes to directors, shareholders, business activities or company structure	Yes	No	N/A
Any unusual, one-off or private transactions we should be aware of	Yes	No	N/A

Notes / Additional Information

Please include anything else that may be relevant for the 2026 tax return or financial statements.

Please attach supporting documents for items marked Yes where available. We may request additional information depending on the entity's circumstances.