

**SMALL BUSINESS SCHEDULE 2012**

Client Name: \_\_\_\_\_

New clients should complete all items below. Returning clients need only provide those items not previously disclosed to your BAN TACS office.

See [www.bantacs.com.au/aboutus.php](http://www.bantacs.com.au/aboutus.php) for an office near you.

BUSINESS DETAILS		Evidence Required	Attached
Trading Name:	_____	N/A	N/A
Type of Entity:	_____		
ABN:	_____		
Date Commenced Trading:	_____		
Main Business Description:	_____		
Are you Registered for GST?	Yes   No		
Are you Registered for PAYG Withholding?	Yes   No		
If Yes, When do you Report?	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
<b>STAFF</b>			
Do you employ staff members?	Yes   No	Copies of PAYG Summaries issued	<input type="checkbox"/>
Have you issued PAYG Summaries for 2012?	Yes   No	Copies of PAYG Withholding Statement	<input type="checkbox"/>
Have you completed PAYG Statement for ATO?	Yes   No		
Are your SGC obligations up to date?	Yes   No		
<b>INCOME</b>			
Did you receive income from the business this financial year?	Yes   No	Electronic or Manual Book Keeping Records	<input type="checkbox"/>
		Bank Statements	<input type="checkbox"/>
		Bank Reconciliation	<input type="checkbox"/>
<b>EXPENSES</b>			
Do you have expenses associated with the operation of this business this financial year?	Yes   No	Cheque Books	<input type="checkbox"/>
		Deposit Books	<input type="checkbox"/>

BUSINESS DETAILS			Evidence Required	Attached
<b>ASSETS</b>				
Do you have stock on hand?	Yes   No	Value: \$	Please provide copy of purchase invoices/documents	<input type="checkbox"/>
Did any of your customers have outstanding invoices as at 30 <sup>th</sup> June?	Yes   No	Value: \$		
Did the business purchase any durable items valued at over \$100.00 this year?	Yes   No			
Description:	Date Purchased:	Purchase Value:		
	/ /	\$		
	/ /	\$		
	/ /	\$		
	/ /	\$		
Where there any existing business assets as at 1st July 2011?	Yes   No	Value:	Copy of previous year's tax return including depreciation schedules	<input type="checkbox"/>
Description:		\$		
		\$		
		\$		
		\$		
<b>LIABILITIES</b>				
Did you have any outstanding invoices for your Suppliers as at 30 <sup>th</sup> June?	Yes   No	Value: \$		
Does the business have any loans?	Yes   No	Value: \$	Bank Statements	<input type="checkbox"/>
Does the business operate an overdraft facility?	Yes   No	Value: \$	Bank Statements	<input type="checkbox"/>
Does the business operate a credit card facility?	Yes   No	Value: \$	Bank Statements	<input type="checkbox"/>