

BUSINESS ACTIVITY STATEMENT “BAS” CHECKLIST

Business Name: _____

ABN/Tax File No: _____

Client’s Name: _____

Phone No & Email: _____

BAS Period: _____

<u>YES/NO</u>	<u>Comments</u>
_____	Business Activity Statement _____
_____	Computer Print Outs (Tax Summary) _____
_____	Computer Back-up Disk _____
_____	Computer Program Version _____
_____	Cash Book _____
_____	Goods paid from cash (<i>receipts attached</i>) _____
_____	Business Bank Accounts/Bank Statements (<i>Stmt’s attached</i>) _____
_____	Bank Reconciliations (<i>Reconciliation attached</i>) _____
_____	Cheque/Deposit Books _____
_____	Credit Card Statements (<i>Visa/ MasterCard/Bankcard</i>) _____
_____	Barter Card, American Exp Stmt _____
_____	Capital Items Purchased/Sold (<i>invoice attached</i>) _____
_____	New Leases/Hire Purchase/Chattel Mortgage’s (<i>documents attached</i>) _____
_____	Wages _____

Accountant: _____ **Date:** _____

Accountant Notes: _____
