Vine Accounting

Tax agent 26076995

CPA

Vine Accounting Pty Ltd is a CPA Practice.

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TAX GUIDE: BUSINESSES

This document provides a guide to completing your Business Tax Return via Vine Accounting's secure online portal Seemlss.

You can access the portal and begin your onboarding online below:

Click for **EXISTING CLIENT** TAX RETURN

Scan for **EXISTING CLIENT** TAX RETURN

Click for **NEW CLIENT** **TAX RETURN**

SCAN FOR **NEW CLIENT** TAX RETURN

Completing the Vine Accounting Tax Guide will help you save time in preparing this year's tax return. We will review your responses and then contact you to clarify any issues this raises.

If you would like to discuss any issues on taxation, you are welcome to make an appointment by **phoning 02 7208 8765** or email **admin@vineaccounting.com.au**.

BEFORE YOU START THIS TAX QUESTIONNAIRE, PLEASE NOTE THE FOLLOWING:

- Valid tax invoices must be retained for claims made in your tax return for 5 years after lodgment. For amounts less than $10, receipts are not required up to a total of $200, but full details must be recorded.
- The ATO can audit any taxpayer's return. If your return is selected, you don't want to end up paying back tax, interest on unpaid tax, and possibly fines because you failed to properly account for any income or expenses in your income tax return.

BUSINESS PRICE GUIDE

BAS (quarterly review and submit)	$330
Single Touch Payroll (STP) - Monthly	$66
- Quarterly	$188
Bookkeeping	$65/hour
Taxable Payments Annual Report (TPAR)	$150+
Long Service Leave (LSL)	$100
Trust Setup (incl. stamping $750)	$1,220
Company Setup	$1,250
Partnership Setup	$250
Self Managed Super Fund (SMSF) Setup	$2,500
Self Managed Super Fund (SMSF) Audit	$495
Interim Figures for Finance	$495

Note: Tax Returns submitted through Vine Accounting will NOT be lodged until the invoice has been paid.

BUSINESS SCHEDULE

Business Description

Business Name

ABN:

Start Date:

INCOME

Sale income	$
Service income	$

PAYG INSTALLMENTS

Did you pre-pay any income tax by way of annual or quarterly PAYG installments for the financial year? Yes No

VEHICLE/EQUIPMENT LOANS

Do you have a new equipment / vehicle loan? Yes No

Please attach the finance contract and asset invoice.

EXPENSES (SHOW TOTAL FIGURES)

Bank Charges	$
Borrowing Expenses	$
Contractors	$
Computer Costs	$
Depreciation	$
Insurance	$
Interest on loans	$
Legal fees	$
Motor Vehicle - Fuel	$
Motor Vehicle - Rego	$
Motor Vehicle - Insurance	$
Motor Vehicle - Repairs/ maintenance	$
Purchases / materials	$
Rent	$
Repairs	$
Subscriptions	$
Stationary, phone, post	$
Super	$
Travel - National	$
Travel - International	$
Wages	$
Waste	$

If your Repair & Maintenance expenditure exceeds $300, please provide itemised details of these expenses.

ASSETS AND LOAN DOCUMENTS

You may claim for depreciation on the cost of items and equipment purchased to be used as part of your work or rental property (including equipment used in your home office, less % private use). You need to base your statement of percentage of private use on a pattern of usage recorded in a diary for at least one month.

	$			%
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%