

TAX PLANNING CHECKLIST



| WHAT TO BRING | FILL IN THE GAPS | SIGNIFICANT ASSETS & LIABILITIES | |
|--|---|---|--|
| | | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Print Pheonix/MYOB Transactions for year to date <input type="checkbox"/> Latest Payslips for any Salary Income <input type="checkbox"/> List of Major Expenses scheduled for the coming months <hr/> <hr/> <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of last years financials (new clients only) | <ul style="list-style-type: none"> <input type="checkbox"/> Estimated INCOME <ul style="list-style-type: none"> <input type="checkbox"/> April \$ _____ <input type="checkbox"/> May \$ _____ <input type="checkbox"/> June \$ _____ <input type="checkbox"/> Estimated EXPENSES <ul style="list-style-type: none"> <input type="checkbox"/> April \$ _____ <input type="checkbox"/> May \$ _____ <input type="checkbox"/> June \$ _____ <input type="checkbox"/> Identify Any Large Expense Items (prior 30 June) <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated Balance of: <ul style="list-style-type: none"> Accounts Receivable \$ _____ Accounts Payable \$ _____ Stock on Hand (if applicable) \$ _____ | <p>ASSETS</p> <p>Real Estate Values</p> <p>Home _____\$</p> <p>Investment _____\$</p> <p>Other _____\$</p> <p>Investment/Business Value _____\$</p> <p>Shares _____\$</p> <p>Vehicles/Plant _____\$</p> <p>Cash/Bank Account _____\$</p> <p>Superannuation _____\$</p> | <p>LIABILITIES</p> <p>Real Estate Loans</p> <p>Home _____\$</p> <p>Investment _____\$</p> <p>Other _____\$</p> <p>Investment/Business Debt _____\$</p> <p>Shares Debt _____\$</p> <p>Vehicles/Plant Debt _____\$</p> <p>Other Personal Debt _____\$</p> <p>Credit Cards</p> <p>Limit \$ _____ Balance \$ _____</p> <p>Limit \$ _____ Balance \$ _____</p> |



CONTEXT



YOUR GOALS

Tell us about your goals for the next 12 months and then in 3-5 years time.

Business

Personal

CURRENT ISSUES & CHALLENGES

What are your biggest road blocks?

CURRENT OPPORTUNITIES

What opportunities are on the horizon you'd like to explore?