

Gorrell Long Robertson

(Pty Ltd ABN: 87 088 416 522)

Chartered Accountants Tax & Business Advisors

Directors: Bryce Gorrell B.Comm C.A.
David Long B. A. (Acc.) C.A.
Anthony Robertson B. Bus CPA

Efkon House
18-24 Trenerry Street
PO Box 3875
Weston ACT 2611

Telephone: (02) 6287 2655
Facsimile: (02) 6287 2411
E-mail: admin@gorrellong.com.au
Website: www.gorrellong.com.au

Sending your MYOB company file — checklist 2004

Ready to send us your tax information? Then use the checklist below to ensure we receive all the information we need to prepare your tax return. Please return this form with your company file and reports.

Company name _____ MYOB Password: _____

Documents and reports	Additional information	Done
A copy of the bank statement and reconciliation reports that includes the date of 30 June 2004 for all bank accounts, including loan accounts.	Have all your bank accounts been reconciled? If not, were there problems? _____ _____	
The Receivables Reconciliation and Payables Reconciliation reports as at 30 June 2004. There should be no amounts out of balance	Have you identified any issues that still need to be corrected, or adjustments that you would like us to make, for example, due to bad debts? _____ _____	
If applicable, your stock on hand figure at 30 June 2004.		
Copies of any new Hire Purchase or lease contracts and sales of assets, including trade-in's		
Copies of each BAS that has been lodged for the year, a copy of your group certificates and annual PAYG Withholding Statement		

More time-saving tips

- **Please provide us with your company file password.** You may want to do this separately from your company file, for example, by calling us directly or sending an email.
- **Send us a backup of your company file, preferably burned to CD or on ZIP disk. Please avoid using floppy disks where possible.** You can email file to us if you would prefer. **Please call us if you are unsure how to.**
- **Please DO NOT rollover your MYOB file to the next financial year until AFTER we have finalised your tax returns.** We will provide you with a list of changes to be made to your file when your returns are complete. Once these changes have been entered, then you can rollover your company file. We can assist you with this is required.
- **Don't forget to send us your personal information as well.**