



## BUSINESS ACTIVITY STATEMENT CHECKLIST & DATES

QUARTER	PERIOD	DUE DATE
BAS 1 Quarter	1 July – 30 September	<b>28 October</b>
BAS 2 Quarter	1 October – 31 December	<b>28 February</b>
BAS 3 Quarter	1 January – 31 March	<b>28 April</b>
BAS 4 Quarter	1 April – 30 June	<b>28 July</b>

*We would appreciate all paperwork handed in to us at least 2 weeks prior to these dates so it allows us time to enter all data into our system for lodgement.*

*If you key up your own paperwork please advise us by Email when your file is ready for reviewing.*

### Information Required

- Bank Statements for each quarter:** Business account, credit card, loan, and home loan statements
- Income:** Income receipts/ invoice books
- Business Expenses & Receipts:** Electricity, water, council rates, repairs, insurance, emergency service levy, travel receipts (business trips), plant and equipment, replacement tools, material receipts, mobile phone, internet, cleaning, protective clothing, uniforms, stationery, donations, and training courses.
- Farm Bills:** Cartons, sprays, chemicals, fertilizers, rotary hoeing, seeds, plants, fencing, irrigation, glasshouses and utilities
- Motor Vehicle Expenses:** Fuel/Diesel, repairs, insurance, registration papers
- New Purchase Documents:** New cars, trucks, tractors, machinery, equipment, houses and land (We will need the invoice and finance papers)
- Rent:** Rental statements from agent
- Subcontractor Details:** If you pay subcontractors, we will need their invoices, full name, ABN, address and contact number
- Employee Documents:** Copy of Tax File Declaration Form, wage books, Return to Work SA, Superannuation details
- Own Accounting File:** Your bookkeeper and accountant will need an invitation sent so they can access the file. Please contact Reception to obtain the best email address.

*Please ensure you update our office with your current contact details including residential address, email address, mobile number, and bank account details.*

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