Tax return preparation checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Return

For each client return

TASK	NOTES	INITIALS
Before you start		
☐ Check there is a signed engagement letter for this year		
☐ Review last year's return and the notes left for this year		
☐ Send the client their document request list		
Income		
☐ Reconcile salary and wages to the employer statements		
☐ Include interest, dividends and managed fund statements		
☐ Include rental, business and capital gains schedules		
☐ Check pre-filled data against the client's own records		
Deductions and offsets		
☐ Check each deduction has a receipt or record		
☐ Check work-related claims are reasonable for the client's job		
☐ Apply carried-forward losses and available offsets		
Review and lodge		
☐ Have a second person review the return and the workpapers Clear every review point before you send the return to the client.		
☐ Send the return and a summary of the result to the client		
☐ Get the client's signed declaration before lodging		
☐ Lodge the return and save the lodgement receipt		
☐ Note follow-ups and reminders for next year		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____