Interview Notes for a Business Client	Year ended 30 June	
	Prepared by	

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	Prepared by	
Client Name	Date	

	Business	Details	
Business Details			
Person Interviewed			
Nature of Business			
Business Name			
Business Address			
Date Commenced and/or Cease	ed Business if During the Year		
	Records S	Supplied	
Bank Statements		New Loan/HP/Lease Docs	
Cheque Butts		PAYG Payment Summaries	
Deposit Books		Private Health Ins Statement	
Cash Book		Interest Received	
Computer Data Back-up	۵	Dividends Received	
Cash Expenses	٥	Tax Statement for Investments	
Credit Card Expenses		CGT Details if Applicable	
BAS's (if self-prepared)		Rental Income & Expenses	
Loan Statements	٥	PY Financials (new clients)	
	How Does Client Dea	with Gross Income	
	How Does Client	t Pay Expenses	

Specific Items				
Cash Expenses Paid From	Takings / Drawings / Other			
Any Sale of Assets from Prior Year Depreciation Schedule	Y/N			
Any Asset Purchases Not Shown in Records	Y/N			
Unbanked Income (if applicable)	\$			
Closing Stock at 30 June	\$			
Trade Debtors at 30 June	\$			
Trade Creditors at 30 June	\$			
Sundry Creditors at 30 June (list below)	\$			
Discuss Personal Services Income Rules (if applicable)				

New Loans and/or Leases				
Finance From	To Acquire	Туре	Amount	Agreement
		Loan/Lease	\$	Y/N
		Loan/Lease	\$	Y / N
		Loan/Lease	\$	Y / N
		Loan/Lease	\$	Y / N
		Loan/Lease	\$	Y / N

Motor Vehicle Expenses for All Vehicles						
Vehicle Description	Engine Size	Owner Name	Log Book % (if applicable)	Year Kept	Est of Bus Kms (if applicable)	Basis of Estimate of Bus Kms (if applicable)

Telephone Expenses				
Telephone	Cost	Bus Use	Basis of Estimate	
Home	\$	%		
Business	\$	%		
Mobile	\$	%		
Internet	\$	%		
	\$	%		
	\$	%		

Electricity					
Location	Cost	Bus Use	Basis of Estimate		
Home	\$	%			
Office	\$	%			
	\$	%			
	\$	%			
		Interest			
Lender	Amount	Bus Use	Basis of Estimate		
	\$	%			
	\$	%			
	\$	%			
	\$	%			
	Place	of Business Expens	es		
Address					
Details of Business Use					
Expense	Amount	Bus Use	Basis of Estimate		
Council Rates	\$	%			
Water Rates	\$	%			
House Insurance	\$	%			
Contents Insurance	\$	%			
Interest	\$	%			
Rent	\$	%			
Repairs & Maintenance	\$	%			
	\$	%			
	Pui	rchase of Business			
Date Purchased					
Vendor's Name					
Purchase Price		\$			
Finance From (if applicable)					
Finance Contract Supplied (if ag	oplicable)	Y/N			
Finance Amount (if applicable)			\$		
Written Contract		Y/N (if	Y / N (if yes, copy to be supplied)		
Solicitor's Name, Address & Telephone Number					
If No Written Contract –					
(a) Goodwill Price & How De	etermined	\$			
(b) Plant & Equipment Price & How Determined		\$			
(c) Stock Price & How Deter	mined	\$			
(d) Any Other Price & How Determined					

Sale of Business				
Date Sold				
Purchaser's Name				
Sale Price	\$			
Written Contract	Y / N (if yes, copy to be supplied)			
Solicitor's Name, Address & Telephone Number				
If No Written Contract –				
(a) Goodwill Price & How Determined	\$			
(b) Plant & Equipment Price & How Determined	\$			
(c) Stock Price & How Determined	\$			
(d) Any Other Price & How Determined	\$			

Other Information for Personal Tax Return

Use form under "Records Personal" for a checklist of what is required for personal returns.