

Year-end tax records checklist

A starting point for organising records for the relevant reporting and tax period.

- ☐ Entity particulars and relevant reporting period
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- ☐ Trial balance and financial statements
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- ☐ Bank reconciliations and supporting statements
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- ☐ Fixed asset and depreciation schedules
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- ☐ Loan balances and finance documentation
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- ☐ Receivable and payable reconciliations
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- ☐ Tax payments and withholding records
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- ☐ Earlier returns and unresolved correspondence
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- ☐ Material contracts and related-party transactions
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- ☐ Open questions and records still to be obtained
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General preparation guidance only. Applicability and current requirements need professional review. Do not send sensitive records through a general website enquiry.