

DOCUMENTS REQUIRED FOR PREPARING BUSINESS ACTIVITY STATEMENTS

Documents for the quarter / month required may include but are not limited to (as applicable):

- PDF of Bank Statements for all your Business Accounts
- List of business expenses and income done in cash
- Access to your accounting software
- Access to Payroll Information for your business
- New employee details
- Employee termination details
- Capital Asset purchase information
- Business Loan information / Amortisation schedules
- Any other information that may be relevant