

# 2025 Individual Income Tax Return Checklist

Mr/Mrs/Ms/Miss – Full Name			
Tax File Number	POI:	<input type="checkbox"/>	
Date of birth	Resident:	Yes / No	
ABN (if applicable)	MYGOV:	Yes / No	
Address			
Address (postal) (Put 'as above' if the same)			
Telephone contacts	Mobile:		
	Business Hours (work) :		
	After Hours (home):		
Email			
Electronic banking Details (for refund if applicable)	BSB:		
	Account Number:		
	Account Holder:		
Fee From Refund facility	YES <input type="checkbox"/> NO <input type="checkbox"/> (this does incur a \$30.00 fee added to account)		
How did you hear about us?	Word of Mouth / Newspaper / Facebook / Yellow Pages Book/Online Referred by:		

----- Office use only -----

Tax Return options	Paper copy <input type="checkbox"/> Call to Sign / Pickup <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Electronic Tax Return Copy / Invoice / NOA <input type="checkbox"/>				
Awaiting documentation (details of documents required)					
Appointment/Received documents					
Method (circle)	APPT	EMAIL	DROP OFF	POST	OTHER

Required urgently	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete by:	
Client Messages – (e.g. away, reminder)			

## PAYG INSTALMENTS PAID

Quarter 1     \$ .....

Quarter 3     \$ .....

Quarter 2     \$ .....

Quarter 4     \$ .....

**FINAL TAX RETURN**     YES/NO

## INCOME – Please provide evidence

**Main Occupation** .....

1. Salary or wages ..... Finalised / Unfinalised.....YES/NO

2. Allowances, Jobseeker, earnings, tips, director's fees etc .....YES/NO

3. Employer lump sum payments .....YES/NO

4. Employment termination payments .....YES/NO

5. Australian Government allowances and payments like Newstart, Jobseeker, Youth Allowance & Austudy payment .....YES/NO

6. Australian Government pensions and allowances .....YES/NO

7. Australian annuities and superannuation income streams .....YES/NO

• Non Assessable Superannuation > 60 Y/O and only TAXED Element.....YES/NO

8. Australian superannuation lump sum payments / untaxed.....YES/NO

9. Attributed personal services income .....YES/NO

10. Gross Interest .....YES/NO

11. Dividends .....YES/NO

12. Employee share schemes .....YES/NO

13. Distributions from partnerships and/or trusts .....YES/NO

14. Personal services income (PSI) .....YES/NO

15. Net income or loss from business (as a sole trader) .....YES/NO

16. Deferred non-commercial business losses .....YES/NO

17. Net farm management deposits or repayments .....YES/NO

18. Capital gains .....YES/NO

PPR Sold:    Date Buy .....    Date Sold .....    PPR% .....

19. Foreign entities .....YES/NO

20. Foreign source income (including foreign pensions) and foreign assets or property .....YES/NO

21. Rent .....YES/NO

22. Bonuses from life insurance companies or friendly societies .....YES/NO

23. Forestry managed investment scheme income .....YES/NO

**Cryptocurrency Activity**, bought/sold.....YES/NO

24. Other income (please specify below).....YES/NO

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Notes .....

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## DEDUCTIONS – Please provide evidence

**D1. Work related car expenses** Tallied \_\_\_\_\_ Km / Log Book \_\_\_\_\_ %

- cents per kilometre method (up to a max of 5,000 kms @ 0.88c) ..... YES/NO
- log book method (sighted) ..... YES/NO

**Employer would support need to use car for work duties; visit clients, carry all equipment to and from depot as no secure site to store them, site to site** ..... YES/NO

*Taxpayer signature* .....

Have any car expenses been reimbursed by your employer? ..... YES/NO

### D2. Work related travel expenses – Local / Domestic / Overseas

Employee domestic travel with reasonable allowance ..... YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? ..... YES/NO

Employee without a reasonable travel allowance ..... YES/NO

- Did you incur and have receipts for airfares / accommodation / hire cars / meals? ..... YES/NO
- Do you have any other travel expenses (e.g. borrowed car, public transport)? ..... YES/NO

Have any travel expenses been reimbursed by your employer? ..... YES/NO

**NOTES:** .....

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### D3. Work related uniform and other clothing expenses

- **Enforced Employer / N/Av Public / Specific Occupation / Aus Ind Registration**

Protective clothing / Compulsory Uniform ..... YES/NO

Occupation specific clothing ..... YES/NO

Non-compulsory Uniform (Aus Ind Registered No.) ..... YES/NO

Laundry expenses ( \_\_\_\_\_ wks \_\_\_\_\_ loads) 50c / \$1 ..... YES/NO

Dry cleaning expenses / Mending/Repairs ..... YES/NO

Have any clothing, laundry and dry-cleaning expenses been reimbursed by your employer? ..... YES/NO

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#### D4. Work related self-education expenses

Course Name: .....

Course taken at educational institution: **TAFE / UNI / OTHER**

- union fees / course fees / books / stationery .....YES/NO
- Study Office (.....mths/wks .....hrs x 0.70) .....YES/NO
- travel (.....kms ).....YES/NO
- other (please specify) .....YES/NO

Not at Educational Institution – Seminar, Workshop, Online .....YES/NO

Have any self-education expenses been reimbursed by your employer?.....YES/NO

#### D5. Other work-related expenses

Employer would support the need for your expenditure work related expenses .....YES/NO

Working From Home (.....mths/wks .....hrs x 0.70c).....YES/NO

.....YES/NO

**I Confirm I can support the hours Working from Home claimed in a log book or similar record**

***Taxpayer signature*** .....

Computer and software .....YES/NO

Mobile - WORK USE (.....mths/wks \$..... x .....%) .....YES/NO

Internet - WORK USE (.....mths/wks \$..... x .....%) .....YES/NO

Tools and equipment .....YES/NO

Subscriptions / Union Fees / Memberships/ Registrations .....YES/NO

Sun protection products (i.e., sunscreen and sunglasses) .....YES/NO

Have you kept a diary of work use for work related deduction? .....YES/NO

## Other types of deductions (D6 – D16)

- D6. Low value pool deduction ( Rental / Business / WRE ) .....YES/NO
- D7. Interest deductions .....YES/NO
- D8. Dividend deductions .....YES/NO
- D9. Gifts or donations .....YES/NO
- .....
- .....
- D10. Cost of managing tax affairs: Tax Agent Fees .....YES/NO
- Interest charged by the ATO (e.g. including SIC & GIC) .....YES/NO
- Travel to Tax Agent (0.88c/km) \_\_\_\_\_kms \$ \_\_\_\_\_) .....YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity .....YES/NO
- D12. Personal superannuation contributions - (CAP \$30,000) .....YES/NO
- Any Rolled Over Superannuation Cap Balance – *check Tax Portal unused* \$ \_\_\_\_\_
- Super Gtd (Emp) \$ \_\_\_\_\_ Salary Sacrifice \$ \_\_\_\_\_ Own Cont \$ \_\_\_\_\_
- Full name of fund: .....
- Account no: ..... ABN: .....
- Notice of intention to deduct the contribution?.....Y / N Acknowledged / ATO Prefill.....Y / N
- D15. Income Protection Insurance .....YES/NO
- D16. Other (please specify) .....YES/NO
- L1. Tax losses of earlier Income years (check prior year) .....YES/NO

## Tax offsets/rebates – Please provide evidence

- T1. Are you a senior Australian or a pensioner? .....YES/NO
- T2. Did you receive an Australian superannuation income stream? .....YES/NO
- T3. Did you make superannuation contributions on behalf of your spouse? .....YES/NO
- T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2025? (Zone \_\_\_\_\_) (Kids? \_\_\_\_\_) .....YES/NO
- T5. Did you maintain a dependant who is unable to work due to invalidity or carer obligations? .....YES/NO
- T10. Are you entitled to any other refundable tax offsets? (T6-T10).....YES/NO
- A3 Government Co-Contribution 24/25 (Total Income <\$45,500-\$60,400).....YES/NO
- Low Income Super Tax Offset 24/25 (Adjusted Tax Inc < \$37,000 ) .....YES/NO

## OFFSETS

- Low Income / Small Business Offset / SATO / Zone / Other

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## Other relevant information

- A. Are you entitled to the Medicare levy exemption or reduction in 2025? (DVA or Low Income) ..... YES/NO
- B. Did you and your spouse/dependents have private health insurance in 2025? ..... YES/NO
- B. Number of dependent children? \_\_\_\_\_

(If yes, please provide the annual statement received from your health fund)

**Single < \$97,000 Base      Couple/Family < \$194,000 Base**

No. of days not Liable for Surcharge (*circle*)    0 / 365 / \_\_\_\_\_

Combined Surcharge Income    \$ \_\_\_\_\_

Excess / Refund Rebate            \$ \_\_\_\_\_

**Office use only – circle applicable**

	<b>Hosp</b>	<b>Extras</b>	<b>H &amp; EX</b>
	1%	1.25%	1.5%
(S)	97,001	113,001	151,001
(F)	194,001	226,001	302,001

**\*\*Check if Surcharge is payable\*\***

- B. Did **NOT** claim the Private Health Rebate from Health Fund ..... YES/NO
- B. Is your spouse claiming their share of Private Health Rebate ..... YES/NO
- C. Were you under the age of 18 on 30 June 2025? (**A1**) ..... YES/NO
- D. Did you become an Australian tax resident at any time during the 2025 income year? ..... YES/NO
- E. Did you cease to be an Australian tax resident at any time during the 2025 income year? ..... YES/NO
- F. Did you make a non-deductible (non-concessional) personal super contribution? ..... YES/NO
- G. Do you have a HELP liability or a Student Financial Supplement Loan debt,  
Student Start-up Loan debt or Trade Support Loan debt? ..... \$ \_\_\_\_\_ YES/NO
- H. Are you a working holiday maker in Australia on a 417 (working holiday) visa or  
462 (working holiday) Visa? ..... YES/NO
- I. Did a trust or company distribute income to you in respect of which family trust distribution  
tax was paid by the trust or company? ..... YES/NO
- J. Do you have a loan with a private company or have such a loan amount forgiven? ..... YES/NO  
Has a private company made a payment to you in the 2025 income year (other than a dividend)?
- K. Did you receive any benefit from an employee share acquisition scheme? ..... YES/NO

## Income Test Information

- Do you have any total reportable fringe benefits amounts in 2025? ..... YES/NO
- Do you have any reportable employer superannuation contributions in 2025? ..... YES/NO
- Did you receive any tax-free government pensions in 2025? ..... YES/NO
- Did you receive any target foreign income in 2025? ..... YES/NO
- Did you have a net financial investment loss in 2025? ..... YES/NO
- Did you have a net rental property loss in 2025? ..... YES/NO
- Did you pay child support in 2025? ..... YES/NO

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## Spouse Details (if applicable)

- Did you have a spouse for the full year from 1 July 2024 to 30 June 2025?.....YES/NO
  - If you had a spouse for only part of the income year, please specify dates between 1 July 2024 to 30 June 2025 when you had a spouse:  
Spouse name .....  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- What was your spouse's taxable income for the 2025 income year? / Estimate \$ \_\_\_\_\_
- Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income.....YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2025 income year? .....YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2025 income year? \$ .....YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2025 income year? .....YES/NO
- Did your spouse receive any exempt pension income in the 2025 income year? .....YES/NO
- Does your spouse have any reportable super contributions for the 2025 income year? .....YES/NO
- Did your spouse receive any 'target foreign income' in the 2025 income year? .....YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2025 income year? .....YES/NO
- Did your spouse pay child support during the 2025 income year? .....YES/NO
- If your spouse is aged between their preservation age and 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2025 income year which included a taxed element that does not exceed their low rate cap? .....YES/NO

### Responsibilities

*You are responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. You are required to arrange for reasonable access by us to relevant individuals and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us. Any advice given to you is only an opinion based on our knowledge of your particular circumstances.*

*You are responsible under self-assessment to keep full and proper records in order to facilitate the preparation of a correct return. If the ATO undertakes an audit of your Tax Return, which is more than just a basic enquiry then any work undertaken by our office under your request will be charged to you.*

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Dated.....

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Signature of Taxpayer

.....  
Name (print)

#### OFFICE USE ONLY

Est. Tax Income \$ \_\_\_\_\_

Est. Tax Ref/Pay \$ \_\_\_\_\_

FFR / PAYABLE-A/C DETAILS

**Business Details:**

Structure:    **SOLE TRADER – PSI/PSB**       **PARTNERSHIP**       **TRUST**       **COMPANY**       **GST:    Y / N**

Name: .....

ABN:.....       (All) SBE       (Co) SBE    BRE       25% / 30%

Address: .....

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**Rental Property Details:**

Location of Property: .....

Is Property Jointly Owned? .....YES/NO

Owner 1.....       Owner 2. ....

Date acquired: .....

Date first available for rental:.....       No. of weeks rented:.....

**See attached Rental Property Management Summary or Excel Spreadsheet** .....YES/NO

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