

BUSINESS (SOLE TRADER) SECTION:

What was the total amount of income you received from 1 July 2024 - 30 June 2025?

(no need to include any outstanding invoices, only what you were physically paid).

Business expenses -

- Materials and Supplies
- Tools and equipment
- Advertising
- Insurance
- Office equipment (mouse, keyboard, monitor, headphones, headset, desk, chair, cables, adaptors, chargers, printers etc)
- Technological equipment (laptop, tablet, computer, phone, etc)
- Cleaning
- Rent paid for business premises
- Any travel for business
 - either total kms travelled for business - i.e. seeing clients, picking up supplies, professional development, etc
 - or bring your 12 week logbook showing odometer readings, to claim a portion of fuel, registration, insurance, services/repairs, cleaning, depreciation and interest charges.
- Tolls or Parking

- Uniforms/PPE
- Sun protection – sunglasses, sunscreen.

- Professional development/training
- Blue/Yellow/White card
- First Aid training
- Police check

- Licenses and Registrations
- Professional Memberships and Associations

- Mobile Phone / month & how much percentage do you use for business?
- Internet / month

- Home office - assuming you run the business from home or partially from home:
 - Rent per week
 - Electricity + Gas per month OR quarter
 - Water per quarter
 - OR
 - Interest charges on mortgage
 - Council rates per quarter
 - Water rates per quarter
 - Insurance per month OR annually
 - Electricity + Gas per month or quarter