



2025 FINANCIAL YEAR INDIVIDUAL ANNUAL TAX CHECKLIST

First Name:	
Middle Name:	
Surname:	

Private Health Insurance (please circle answers):

Are you covered by Private Health Insurance?	YES / NO
Level of cover:	Hospital / Extras / Both

Please answer the following questions:

Did you receive any of the following <u>income</u> types in the 2025 financial year?	YES	NO
1. Salary / Wage Income <i>(We can access your income information via the ATO)</i>		
2. Business Income If yes, please provide a summary of business income/expenses. This can be an excel document, accounting software reports (e.g QBO, Xero, MYOB) or enable us access to software if not already provided		
3. Distributions from Trusts / Partnerships For managed funds please provide annual tax statements for the financial year. For Family Trust or Partnership distributions where not prepared by us, please attach financial statements and tax return		
4. a) Investment Rental Property(s) If yes, please provide the rental summary statement from the agent (if available) and fill in the rental schedule attached for additional income or expenditure not included on agent summary e.g. loan interest, rates etc.		
b) Was the property(s) sold during the financial year? If yes, please provide the settlement statement		
c) Was the property(s) refinanced during the financial year? If yes, please provide documentation including last statement from old loan(s) and first statement from new loan(s).		
5. Farm Management Deposits If yes, please provide copies of all statements for the financial year		

<u>Income cont.</u>				YES	NO
6. Dividends Received If yes, please attach dividend statements and complete the below table or alternatively provide reports from your trading platform or broker (if available).					
Company Name	Unfranked Amount	Franked Amount	Franking/ Imputation Credit	TFN Withheld	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
7. Any investments held or purchased / sold during the financial year (including cryptocurrency)? If yes, please provide a portfolio report from your trading platform or broker showing all investments held at 30 June and a transaction report detailing all purchases and sales for the financial year. Alternatively, please provide all buy / sell confirmation documents. If applicable, provide details of any cryptocurrency sold during the year and holdings at 30 June.					

<u>Income cont.</u>			YES	NO
8. Interest Income If yes, please provide a summary report from internet banking detailing interest amounts for the financial year, or alternatively please fill out the table below from bank statements.				
Bank	BSB	Account No.	Interest Earned	
			\$	
			\$	
			\$	
			\$	
			\$	
9. Other Income (please read and specify below) If yes, please attach relevant documentation. For example, foreign investments or income, bonuses or any other income not detailed above.				
Description				
1.			\$	
2.			\$	
3.			\$	
4.			\$	
5.			\$	

Did any of the following <u>deductions</u> relate to you in the 2025 financial year?		YES	NO
1. Work related car expenses If unsure, please call to discuss or refer to the following ATO webpage https://www.ato.gov.au/Individuals/Income-deductions-offsets-and-records/Deductions-you-can-claim/Cars-transport-and-travel/Motor-vehicle-and-car-expenses/			
Option 1 (cents per kilometre method)			
Estimated number of work-related kilometres travelled (note maximum 5,000kms):			
Option 2 (logbook method)			
Vehicle business / work usage % (per 12 week logbook completed within last 5 years)			
Fuel Cost (total for year)	\$		
Repairs & Maintenance	\$		
Registration	\$		
Insurance	\$		
Interest	\$		
Other (please specify below)			
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
2. Work Related Travel Expenses (where not reimbursed by your employer / business)			
Airfares	\$		
Accommodation	\$		
Taxi/Ubbers	\$		
Meals	\$		
Other (please specify below)			
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	

<u>Deductions cont.</u>		YES	NO
3. Work Related Uniform/ Laundry Expenses (not reimbursed by your employer)			
Work uniform with logo (compulsory and non-compulsory), protective clothing, occupation specific clothing	\$		
Laundry –			
estimated number of loads per week for work uniform	_____ no of loads per week		
Were these loads mixed with personal items, or only uniform? (please circle)	Mixed / Uniform only		
Laundromat & Dry Cleaning expenses	\$		
4. Work Related Self Education Expenses (not reimbursed by your employer)			
Training courses (both online and in person)	\$		
Seminars and Textbooks	\$		
5. Home Office & Other Work Related Expenses			
<u>Simplified method</u>			
Total hours worked from home during the financial year (a logbook of home office hours to be recorded)			
<u>Actual cost method</u>			
Telephone	\$	Business Use %	
Internet	\$	Business Use %	
Equipment e.g. computer	\$	Business Use %	
Electricity and Gas	\$	Business Use %	
Tools	\$		
Stationery	\$		
Memberships	\$		
Other (please specify below)			
1.		\$	
2.		\$	
6. Gifts or Donations (Please specify below)			
Details:	\$		
7. Personal Superannuation Contribution			
Provide a notice of intent to claim confirmation letter from your superfund & advise amount of contribution	\$		

Deductions cont.

		YES	NO
8. Income Protection Insurance Premiums Paid (Outside of superannuation fund)			
Provide a copy of your income protection letter confirming premiums for the year			
9. Any other relevant expenses (please specify below)			
1.	\$		
2.	\$		
3.	\$		

