2025 TAX RETURN CHECKLIST
INDIVIDUALS

IMPORTANT NOTE – WORKFLOW MANAGEMENT

We shall endeavour to ensure that your Individual tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 15th February 2026. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that your 2025 tax return is lodged in time.

NAME: ______________________ **OCCUPATION:** ______________________

D.O.B ______________________ **TFN** ______________________

PHONE NO. DAYTIME: ______________________ **AFTER HOURS:** ______________________

EMAIL ADDRESS: ______________________

STREET ADDRESS ______________________

POSTAL ADDRESS ______________________

NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH

IMPORTANT NOTE -ATO Electronic Funds Transfer for Refunds

The ATO now issues all Individual Income Tax Refunds via Electronic Funds Transfer (EFT) only.

In order for us as tax agents to comply with this change, we will require details of a nominated bank account for each individual (including children) to have your refunds deposited into. This account does not have to be solely held in your name, if you prefer to use a joint account then you are able to do so.

BSB: ______________________________

ACCOUNT NUMBER: ______________________________

ACCOUNT NAME: ______________________________

SECTION 1: INCOME

1. ***Income Statements*** *(formerly PAYG Summaries or Group Certificates, these are now automatically lodged to the ATO)* (including pension payment summaries). Your Income Statement should include any overtime, travel, meal allowances, etc. If not please advise.

   Please confirm the number of expected income statements for the year ______________________________

2. ***Other Salary income***: (includes any directors' fees, commissions etc.)

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3. ***Employer Lump Sum or Termination Payments*** (if you received a lump sum or termination payment please provide Eligible Termination Statement – ETP Statement or other details)

   Have you received a lump sum payment? Yes ☐ No ■

4. **Interest** (money received on any of your bank accounts)

Name of Bank	Account No.	Total Interest Received $	TFN Withholding $	Joint Account?

5. ***Dividends***
   Please provide copies of dividend statements of income received. Also note that if you are on the **dividend reinvestment plan (DRP)** which means you don't physically get the money to bank [the company uses that money to buy you more shares] that this is still income and must go in your return.

ASX Code	No. of shares	Unfranked Dividend	Franked Dividend	Franking Credit

Please provide your own list if more convenient.

6. ***Employee Shares/Options:*** Have you received any Shares and/or Options under the Employee Share Scheme?

   Yes ☐ No ☐ If yes, please attach the Employee Share Scheme Statement issued by the employer.

7. ***Trusts and Partnerships***: (i.e. example of trusts include BT, Dexus, Colonial First State, Goodman etc.). Name of trust or partnership – Please provide documents (including year-end Tax Statements) to show income from the funds you list.

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8. ***National Rental Affordability Scheme***: Did you provide any rental under the National Rental Affordability Scheme? If so, please supply details.

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9. ***Capital Gains***: Did you sell any assets such as shares or property which were acquired after 20 September 1985.

   Yes ☐ No ▣

   *If yes, then please provide documentation of when it was **purchased / cost** and documents on **sale / funds received etc**.*

   Shares - Sales

   Please provide 'buy' & 'sale' contracts

   Property *(such documents may include)*

Purchase documents		**Sale Documents**	
• Contract of sale	☐	• Contract of sale	☐
• Settlement Statement	☐	• Settlement Statement	☐
• Statement of Adjustments	☐	• Statement of Adjustments	☐
• Stamp duty	☐	• Conveyancing fees	☐
• Transfer of land registration	☐	• Agent commission	☐
• Conveyancing fees	☐		
• Buyers advocate fee	☐		

10. ***Rental Income***: Please attach details of the rent received and all expenses in their separate categories. Please supply Lawyers settlement sheets, purchase contract and agent's invoice, if any, for property acquired. Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager or this office.

    Refer to the attached schedule for details required for each property.

11. ***Foreign Sourced Income***: Did you have any foreign income, including rental properties that are positive and negatively geared? If so, please provide details. (This may also include managed funds statements i.e. Platinum International, international shares (Amazon, Microsoft etc.)

12. ***Business Sourced Income***: Did you have any business income? If so, please complete the business checklist with details pertaining to the business activity. Is the business registered for GST? Yes ☑ No ☐

13. ***Any other income***: Did you receive any government allowances, pensions & payments (e.g. Newstart, Youth Allowance, Austudy, Australian Government Disaster Recovery Payment & Natural Disaster Relief Recovery Arrangements). (Some of these payments may be covered under Item 1.)

SECTION 2: DEDUCTIONS

Please ensure you are able to substantiate all claims, even if less than $300. Refer to tax tips for more information.

1. ***Motor Vehicle***: Did you use your own car for business / work purposes during the year?

   Yes ☐ No ▣

   If yes, then please provide one of the following: -

Car Type:		**Registration Number:**	
Purchase Date:		**Purchase Cost:**	

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)

Please provide a copy of log book details.
Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

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If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract.

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If you have a lease for your vehicle, please provide figures of your lease payments.

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Kilometres Method: You haven't kept a logbook but use your car for work. Let us know how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5000 kilometres.

Kilometres: ______________________________

2. ***Work Uniform***: Do you have to wear a logo uniform or protective clothing?

   Yes ▣ No ☐

   If yes were you out of pocket through the year for purchasing any new items (if so please provide details).

3. ***Other Work Related Deductions***:- (please provide receipts where possible)

   ☐ Work related travel expenses ______________________________

   ☐ Union fees / professional bodies ______________________________

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- ☐ Home office expenses;
  (You have the option to accept the ATO's home office hourly rate of 70cents per hour or calculate the percentage use and costs of all home office equipment as well as power costs)

  - ☐ Set rate (number of hours spent working from home per/week)

    ____

  - ☐ Home Running Actual Costs Total electricity & gas bills for financial year ______

    Home office size in relation to total home floor space (eg 15%) ______

- ☐ Telephone (incl. mobile) and Internet expenses. (**Please Note**: The ATO is now requiring a four-week diary record be maintained for these forms of usage for verification purposes. Should you require more information in regard to this matter please contact your client manager for more details)

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- ☐ Diary / Stationery / Printing ______________________________

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- ☐ Tools and equipment ______________________________
- ☐ Seminar costs or self-education ______________________________

4. ***Other***: (Any costs you incurred that were directly related to your job). Please provide details.

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5. **Income Protection Insurance Deductions**

   - ☑ Do you have tax deductible Income Protection Insurance Yes / No?

   Please provide details of your insurance policies:

Policy Type	Sum Insured	Insurer	Premiums $	Premium Frequency

6. ***Gifts or Donations***: Did you make any gifts or donations during the financial year?

   Yes ■ No ☐

   If yes, please provide details of your donations:

Entity	Amount Donated

7. ***Cost of Managing Tax Affairs***: The cost of handling tax returns and other accountancy that were incurred this financial year. Please provide details

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8. ***Personal Superannuation Contributions***: If you have made personal superannuation contributions, did you provide your fund with a notice of intent to claim a tax deduction and receive acknowledgement? If yes, please provide details of contributions you made to your superannuation for the financial year.

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9. ***Other Deductions:*** Any other deductions that were not listed above. Please provide details

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SECTION 3: REBATES

1) ***Private Health Insurance***: *(From 2020 year your health insurer can choose to not send to you a private health insurance statement, All information is lodged directly to the ATO.)*

Do you have private health insurance Yes ☒ No ☐

If yes, were you and all your dependents covered for the full year

Yes ☒ No ☐

2) ***Spouse***

- Did you have a spouse for the full financial year Yes ☐ No ☒

If yes, please provide your spouse taxable income if they have already lodged their return:

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- Does your spouse receive any benefits from Centrelink Yes ☒ No ☐

Details of benefits

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3) ***Superannuation:***

a) Have you made any contributions on behalf of your spouse to their superannuation fund? If so, you may be entitled to super co-contributions (conditions apply).

b) Have you made superannuation contributions on behalf of your spouse? Yes ☐ No ☒

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4) ***Medical Expenses***:

Please note that the net medical expenses tax offset is no longer available from 01 July 2019.

5) ***OTHER:*** Any other information which you are unsure of, or which you would like us to be aware of: Please note FIFO and DIDO workers are no longer eligible for zone rebates from 1 July 2015.

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Rental Schedule

(Please provide copies of statements and receipts)

Tax Payer Name:	**Financial Year:**

Property Details	
Address:	
Post Code:	
Date Property First Earned Rental Income:	
The number of weeks the property was rented this year:	
The number of weeks the property was available for rent:	
Entity's % Ownership:	
Has the Loan for the property been renegotiated this year?:	
Purchase Contract Date:	
Date Deposit was Paid:	
Settlement Date:	

Purchase Costs:	
Purchase Price:	
Conveyancing:	
Stamp Duty:	
Other Expenses:	
Renovations:	

Borrowing Expenses:	
Loan Fees:	
Stamp Duty on Mortgage:	
Mortgage Insurance:	
Other Borrowing Expenses:	

Rental Income for the Year:	
Rental Income:	
Other Income:	

Rental Expenses:	
Advertising for Tenants:	
Body Corporate Fees:	
Cleaning:	
Council Rates:	
Gardening:	
Insurance (Landlord & Property):	
Interest on Loans: *	
Land Tax:	
Legal Fees:	
Pest Control:	
Agent's Fees:	
Repairs & Maintenance:	
Office Supplies:	
Water Charges:	
Sundry Rental Expenses:	

Plant and Furniture additions, changes, scrapping during the year?	☑ Yes	☐ No
Renovations during the year?	☐ Yes	☑ No
Loan Refinancing During the year?	☑ Yes	☐ No

If you have said yes to any of the above questions, please provide receipts for items over $300, an itemised list and any statements.

*** Loans are all your loans looked after via a broker or directly via a bank ……broker ……bank**

TAXPAYER'S DECLARATION

I declare that all the information I have given is true and correct.

Taxpayer's Signature:		**Date:**	