2025 TAX RETURN CHECKLIST
TRUST/PARTNERSHIP

Trust/Partnership Name:____

Trustee/Company Name:____
(if applicable)

Name of Trustee Company Director:____________________________________
(if applicable)

Street Address:____

Postal Address:____

Phone No:____________________ **Email:**____________________________

Business/Investment Activity:____

Beneficiary/Partner Details

First Name:____________ **Given Names:**_____________ **Family Name:**____________

Date of Birth:_________________ **Tax File Number:**_________________________

Add Another: **Yes** ☐ **No** ☑

IMPORTANT NOTE – WORKFLOW MANAGEMENT

The lodgement due date for your tax return is between 31st October 2025 and 15th May 2026 (depending on your circumstances). Is your tax return required urgently? If yes, please contact your client manager (express fees may apply).

We shall endeavour to ensure that the tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received no later than 2 months before the due date.

This will allow us sufficient time for preparing and lodging the tax return.

If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return will be lodged on time.

INCOME & EXPENSES

1. ***Business Income & Expenses***:

- If you maintain your own cloud based accounting software, please contact your client manager to go through the steps to enable appropriate CN Accountants access
- If you maintain your own desktop based accounting software, please submit a copy of the file via USB or via email to your relevant client manager
- If you pay an ATO GST instalment amount every quarter, we shall prepare the Annual GST Return for you based on the data you provide, unless we are advised otherwise
- If you do not maintain cloud or desktop based accounting software, please forward the following documents to us, if applicable:
    a. Cashbooks (either manual or in Microsoft excel)
    b. Bank statements from 1st July 2024 to 30th June 2025
    c. Cheque butts
    d. Deposit slips
    e. Expenses summaries/invoices
    f. Loan statements, if applicable
    g. Amounts of money that other entities, including the beneficiaries (for Trust), owe the Trust/Partnership in connection with the business as at 30th June 2025, if any.
    h. Amounts of money that the Trust/Partnership owes other entities, including the beneficiaries (for Trust) in connection with the business as at 30th June 2025, if any.
    i. PAYG Payment Summaries (group certificates) and annual reconciliation statement, if applicable.

Please note that we need the GST component of each expense so that we can work out the GST input tax credit claimed by the Trust/Partnership.

2. ***Distribution from other Trusts/Partnerships:***

Do you receive distributions from other Trusts/Partnerships?

Yes ☐ **No** ☐

- If you received distributions from another private trust or partnership, please provide a copy of the tax return/ tax distribution statement, if available:

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- If you received distributions from a public unit trust, please provide a copy of the annual tax distribution summary:

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3. Interest (money received from your bank account):

Name of Bank ____

Account No.____

Interest Received $____

4. Dividends:

Please provide copies of Dividend statements (including Dividends on shares participating in Dividend Re-investment Plans)

Name of Shares____
(please indicate if the shares take part in DRP)

Unfranked Dividend____

Franked Dividend____

Imputation Credit____

5. Capital Gains:

Did you sell any assets such as shares or property or receive any compensation amounts during the year ended 30th June 2025?

Yes ☐ **No** ☑

If yes, please provide documentation relating to the purchase/cost and/or documents on sale/funds received etc

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6. *Rent:*

Did you receive rental income?

Yes ☐ **No** ☐

Please refer to the rental property schedule maintained in the individual tax checklist.

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7. *Any other income:*

(Details of all receipts during the financial year, eg: fringe benefits from employee contributions, gross payments subject to foreign resident withholding etc. which do not fit into any of the above categories.)

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Business Expenses

1. *Motor Vehicle:*

Was there any car in the Trust/Partnership's name or did you use your own car for business purposes throughout the year?

Yes ☐ **No** ☐

If yes, please provide one of the following:

<u>Log Book Method</u> or <u>Business % Use</u>

Please provide details of all expenses you incurred over the financial year including repairs/maintenance, registration/insurance, fuel (can be estimated) etc.

If the car was newly acquired during the period spanning <u>1st July 2022</u> to 30th June 2025 please also provide the car purchase invoice.

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 invoice and car finance contract.

If your vehicle was subject to a finance arrangement please provide contact details as well as records of payments.

Kilometre Method

If you have not kept a log book but used your car for business, let us know how many kilometres you have travelled for business in the 2025 Financial Year. The maximum the tax office allows you to claim using this method is 5000 kilometres.

Kilometres_____________________________

2. *Tax Loss (NOT APPLICABLE FOR PARTNERSHIPS)*

Did the Trust have a loss to be brought forward from prior year?

Yes ☑ **No** ☐

Have you made a family trust election?

Yes ☐ **No** ☑

3. *Superannuation*

Has the Trust/Partnership made any contribution to a superannuation fund?

Yes ☑ **No** ☐

If yes, please provide the names of the funds and the number of contributions made for each beneficiary/employee/partner.

4. *Capital Purchases*

If the trust/partnership purchased any capital assets during the year, please provide an itemised list with date of purchase and description of the item purchased and the purchase cost (including shipping and installation)

5. *Other Deductions*

Show only expenses not listed at any other item. Any other information which you would like us to be aware of.

6. *Distributions to Beneficiaries/Partners*

Please provide a list of the amounts paid to or on behalf of each beneficiary/partner. If you have any queries, please don't hesitate to call us (02 9684-2011).

7. *Loans*

Are your loans looked after via a Broker or directly through a Bank Manager?

Broker ☐ **Bank Manager** ☐

8. *Small Business Entities (SBEs)*

If you carry on a business and your annual turnover is less than **$50 million**, you may be eligible to be treated as an SBE. The benefits of being a SBE taxpayer are, among other things:

- Either cash/accrual accounting method available
- Simplified trading stock rules where businesses only need to conduct stocktakes and account for changes in the value of trading stock in limited circumstances
- Simplified depreciation rules where most eligible depreciating assets can be written off under the temporary fully expensing provisions.

Please call your client manager who will be able to answer any queries you may have regarding this matter.

Please note: If you are required to forward all the above documents to us for preparing your financial statements and tax return. The above list of documents, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call (02) 9684-2011.

How did you hear about C&N Accountants?

TAXPAYER'S DECLARATION

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

Your signature