

2025 INDIVIDUAL CLIENT TAX RETURN CHECKLIST

For year ended 30th June 2025

To confirm the exact due date for lodgment of your tax return, please contact our office.

NAME:

OCCUPATION:

PHONE NO. DAYTIME:

AFTER HOURS:

EMAIL ADDRESS:

TAX FILE NUMBER

NAMES OF DEPENDENT CHILDREN AND SPOUSE

DATE OF BIRTH

BANK DETAILS (FOR REFUNDS):

BSB:

ACCOUNT NAME

ACCOUNT
NUMBER

INCOME:

1. ***Income statements*** (formerly known as Payment Summaries)

Yes ☐ No ☐

Number of Income Statements: _____

We will have access to Income Statements from the ATO portal and confirm.

2. ***Employee Share Schemes***

Did you receive any shares as a result of an employee share scheme?

Yes ☐ No ☐

If so, please provide details and any documentation received from your employer.

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2019 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

3. **Termination Payments** (if you received a lump sum termination please provide Employment Termination Statement – ETP Statement)

Applicable

Yes ☐

No ☐

4. **Drawings from Superannuation Fund**

If you are under 60 years old as at June 30, 2025, and received pensions or lump sums from your superannuation fund please provide details below.

5. **Interest** (money received on your bank accounts)

We will confirm with ATO as to what has been reported by your bank

Please provide copies of bank statements confirming income received only if TFN not quoted

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	% of Ownership?

If more accounts earned interest during the year, please complete attached [schedule](#).

6. **Dividends** (ATO will have records which we will confirm)

Only provide copies of dividend statements for dividends which the ATO do not have records for ie where TFN is not quoted. Note: if you have a **dividend reinvestment plan (DRP)**, which means you do not physically receive the money but purchase more company shares, the dividend amount is still income and must be declared in your return.

7. **Trusts and Partnerships:** (For example BT funds, Merrill Lynch, AXA etc. and privately owned trusts such as family trusts). List the name of trusts or partnerships and please provide Annual Tax Statements from public entities or distribution statements from private entities.

8. **Capital Gains:** Did you sell any assets such as shares or property (including personal use assets valued at more than \$10,000 or collectables purchased for more than \$500) which were acquired on or after 20 September 1985?

Applicable

Yes ☐

No ☐

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

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2019 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Please provide details on any asset disposals to discuss:

9. **Rental Income:** Please attach details of the rent received and all expenses in their separate categories. Please supply settlement sheets and purchase documents for property acquired on or after 1st July 2024. Should you require the services of a Quantity Surveyor for a depreciation report for a newly acquired property please contact us. Please ask us for a rental worksheet.
List your rental properties below and attach all supporting information regarding income and expenses for each: -

10. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories - please provide details ie government grants, etc)

DEDUCTIONS: Please ensure you are able to substantiate all claims, even if less than \$300.

1. **Motor Vehicle:** Did you use your own car for business / work purposes through the year:
Yes ☐ No ☐

If yes, please provide information for one of the following methods chosen (1.1 or 1.2): -

MAKE: _____ **MODEL:** _____

Did you maintain a logbook for this vehicle and it is not older than 5 years?

If so complete 1.1, if not go to 1.2 c/km method

1.1 Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks. In general, a log book will remain valid for 5 years.)

Please specify the business %: _____

Car price and GST amount: \$ _____

Please describe the activities that require you to use your car for work purposes.

If the vehicle is only used to take you to work and back home again, then it may not be claimable

Please provide details of all expenses you incurred over the financial year:

- a. Fuel:\$ _____
- b. Registration: _____
- c. Insurance premium paid:\$ _____
- d. Services/Maintenance:\$ _____
- e. Interest on Loan:\$ _____
- f. Other:\$ _____ Include a description of the expense

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.

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

1.2 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 5,000 kilometres, but you must be able to prove that you travelled more than 5000kms.

Total work Kilometres travelled: _____

2. **Other Work Related Deductions.** (Any costs you incurred that directly related to your job)

Please ensure you have receipts or statements showing expenditure.

	\$
Union Dues & subscriptions paid to work related bodies. (i.e. business and professional associations) Provide a list with amounts.	
Working from home – see below for more information ATO factsheet Provide the number of hours you worked from home	
Licences/Registration and Certificates	
Professional or trade reference books, technical journals & periodicals	
Tools & Equipment including mobile phones, laptops and tablets (Provide a list of the items with cost and date of purchase)	
Seminar costs or self-education Title of course	
Work Related Communications Costs (if separate from working from home) a) mobile phone b) internet costs	
Work uniform costs (must have business logo, be occupation specific or be protective clothing)	
Work stationery, postage, office items	
Travel expenses other than MV such as parking and tolls, provide amounts for each	
Any other expenses not included above. Provide a list showing nature of expense, cost and date of purchase	

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2019 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

3. **Other Deductible Expenses.**

Please provide receipts or statements showing expenditure

	\$
Gifts / Donations to specified charities / school building fund	
Sickness & accident insurance / income protection – please provide statement from your insurance provider showing the breakdown of the premiums into amounts paid for an income component and non-income component.	
Cost of managing tax affairs	
Interest or fees paid related to your investment income	

3. **Do you have a HELP, HECS or SSL debt?** Yes ☐ No ☐

4. **Are you non resident for Australia for income tax purposes?** Yes ☐ No ☐

5. If Yes to Q4 and Q5 – please provide details of your overseas income converted into Australian Dollar

6. **Other:** Please provide details.

REBATES:-

1) **Private Health Insurance:** -

Do you have private health insurance

Yes ☐

No ☐

If yes, your fund will provide the ATO with a Tax Statement which we will confirm

Name of fund: _____

Did you and all your dependants, including spouse or partner, have private hospital cover for the whole of the 2025 financial year? (1.7.2024 – 30.06.2025)

Yes ☐

No ☐

2) **Spouse**

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

If part year: Start date: ____/____/____ End date: ____/____/____

- What date was your spouse/partner born? ____/____/____
- What is your spouses'/partner's taxable income? _____
- Did your spouse/partner receive any reportable fringe benefits? _____
- Did your spouse/partner receive any pension payment? Please give details and amount.

- Did your spouse/partner receive any reportable employer superannuation contributions? _____

- Do you consent to use part or all of your 2025 tax refund to repay your spouse's Family Assistance debt?

If Yes, provide spouse/partner Centrelink's customer reference number details _____

3) **Superannuation:**

Please provide details of contributions you made to your superannuation for the financial year.

Have you made superannuation contributions on behalf of your spouse/partner?

4) **OTHER:** Any other information which you are unsure of, or which you would like us to be aware of:

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2019 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

DIVIDENDS RECEIVED only if TFN not quoted

<u>Name of Company</u>	<u>Unfranked Amount</u>	<u>Franked Amount</u>	<u>Imputation Credit</u>	<u>TFN Tax withheld</u>
Total				

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.