

2025 Income Tax Return Checklist – Individual

(Tick each item that is applicable to your circumstances. For each item that is ticked, please supply details as specified)

Income:

- PAYG individual payment summary** – Payment summary or income statement from your MyGov account.
- Employer Share Schemes (ESS)** - ESS statement from employer.
- Superannuation pension payment summary.**
- Australian Government pensions, allowances, and payments** - Age pension, Carer payment, Disability support pension, JobSeeker, disaster recovery allowance etc.
- Foreign income** - Include wages, interest on bank accounts overseas, dividends from non-Australian companies, managed funds overseas tax statements and foreign income tax return submitted.
- Distributions from Trusts** - Include annual tax statements from managed funds and ETFs.
- Interest income** - Include interest derived from all your bank accounts/term deposits.
- Dividend income from shares** - Include dividends received from shareholdings.
- Capital and other gains** - Record for purchase and sale of investment including cryptocurrency transactions and cryptocurrency tax reports.
- Rental property income & expenses**
 - Agents Annual Rental statement
 - Interest loan(s) and loan statements if further loan(s) drawn during the year.
 - Bank charges
 - Water rates
 - Council rates
 - Land tax
 - Property insurance
 - Repairs and maintenance – are substantial, please provide receipt to determine capital vs expense.
 - Renovations and capital improvements
 - Gardening
 - Strata levies
 - Advertising
 - Quantity surveyors report
 - Other expenses you have incurred in holding your property.
 - Personal use percentage of your property
- Sale of assets** -Shares, real estate, and other assets. Include settlement sheets, cost information, CGT and GST Withholding taxes and other related documents. Please also provide a record of the sale of your main residence if you were foreign resident at the time of sale.

Deductions & Tax Offsets:

- Income protection premiums** - Premiums paid personally for income protection. Tax statements from insurers should highlight the amount of premium that is deductible.
- Self-education expenses** - Further development of work skills and related to your current work. Include TAFE fees, seminar fees, books, stationery etc.
- Donations to charities** - Raffle tickets and other tickets where you received something in return (pens, wristbands) are not deductible.
- Bank charges on investment accounts** - Account keeping fees on your investment bank account/s.
- Work related expenses.**
 - Home office expenses:
 - Stationery
 - Electricity and heating (business percentage to be applied).
 - Equipment (desks, chairs, computer, printer etc.).
 - Total hours worked from home.
 - Professional books, journals, financial review etc.
 - Internet, telephone (estimate percentage of work use).
 - Motor vehicle expenses (work related only):
 - Provide logbook, fuel, service, insurance, registration, green slip costs etc.
 - If you do not have a logbook, you can only claim a maximum of 5000km at a set rate per km.
 - If you have changed your motor vehicle, provide new details.
 - Overseas travel - if you have travelled overseas for work provides out-of-pocket expenses (make sure a diary is kept as evidence).
 - Purchase of uniform, occupation specific clothing, protective clothing, laundry, and dry cleaning.
 - \$300 immediate deduction where > \$300 depreciable, required date of purchase, cost and description
 - Union fees, professional membership
- Personal superannuation contribution** - Did you make payment to your superannuation personally? Include a copy of the notice of intent to claim or vary a deduction and acknowledgement of the notice from your superannuation fund. This is for current year contributions and contributions you are planning to apply forward unused concessional cap for up to the past five financial years.
- Private Health Insurance statement** – You may need to request the statement from your health insurer.
- Bank Account details** - in the event you are due an ATO refund.

BSB: _____ Account Number: _____

Miscellaneous

- Director Identification Number (DIN), for those that have not completed** – if you are a director of a Company (including a Trustee Company of a Self-Managed Superannuation Fund) please obtain a DIN and provide the number to us. Application details can be obtained from <https://www.abrs.gov.au>