



2025 INDIVIDUAL INCOME TAX RETURN CHECKLIST

OFFICIAL USE ONLY

Contact information updated in Practice
Management System []

Full name			
Address (residential)			
Address (postal)			
Telephone	Mobile:		
	Business Hours (work):		
	After Hours (home):		
Email (which is suitable to receive your confidential financial information)			
Electronic Banking Details (for refund if applicable)	BSB:		
	Account Number:		
	Account Name:		
Main Occupation			
How do you wish to receive and sign your return? (please circle)	Paper	Electronic Signature Software	Electronic (PDF attached to email)
<p>If your personal circumstances have changed, e.g. new partner, married, separated, birth of child etc. please let us know and we will contact you for more information.</p>			

PLEASE RETURN COMPLETED FORM TO OUR OFFICE.

PLEASE INDICATE INFORMATION PROVIDED OR NOT APPLICABLE FOR EACH OF THE ITEMS LISTED.

ATTACH SUPPORTING DOCUMENTATION.

INCOME		Y/N	Information Provided
1	Salary or Wage (Income Statement)		
2	Allowances, Benefits, Earnings, Tips, Director's fees, etc.		
3	Employer Lump Sum Payments		
4	Eligible Termination Payments (ETP's) Obtain and attach any ETP payment summaries and employer termination statements		
5	Australian Government Allowances and Payments Youth Allowance, Newstart, Sickness, Special Benefit, Educational, Training Allowances		
6	Australian Government Pensions and other Allowances		
7	Other Australian Pensions or Annuities – including superannuation pensions		
8	Australian Superannuation Lump Sum Payments		
9	Gross Interest From bank accounts or other sources		
10	Dividends Includes dividend reinvestment (DRP) or any other information (e.g.: buybacks, consolidations, return of capital)		
11	Share Purchases Did you purchase any shares throughout the year (e.g.: purchase documents, sales contracts)		
12	Employee Share Schemes		
13	Partnerships and Trusts Provide tax statements for any managed funds or copy of partnership's or trust's return		
14	Net Income or Loss from Business Provide a summary of income and expenses that relate to the business		
15	Net farm management deposits or repayment Provide a summary of net farm management deposits or repayments, deductible deposits, early repayments – natural disaster and drought, other repayments		

16	Capital gains If you have sold an asset (e.g.: shares, managed fund, property); please provide the purchase date, purchase cost, sale date and sale price		
17	Foreign entities Did you have either a direct or indirect interest in a controlled foreign company (CFC)? If so, please provide CFC income. Have you ever, either directly or indirectly, caused the transfer of property (incl. money) or services to a non-resident trust estate? Transferor trust income		
18	Foreign Source Income (including foreign pensions) and foreign assets/property		
19	Rental properties Property address: <hr/> For new properties only: Date Purchased: ____ / ____ / ____ Amount: \$ ____ Attach copy of the Purchase Contract and Settlement Statement. <u>All Rental Properties:</u> <ul style="list-style-type: none"> Rental income (annual statement from property agent if engaging services of an agent) Interest charged on money borrowed for the rental property Details of other expenses relating to the rental property such as water charges, land tax and insurance premiums Details of any capital works expenditure to the rental property Number of weeks the property was rented out during the financial year		

DEDUCTIONS		Y/N	Information Provided
D1/D2	Work-related car expenses There are two methods available: If you have travelled greater than 5,000 business kilometers, <u>OR</u> have a vehicle designed to carry 1 Tonne or more, please provide a valid logbook for calculation of business use percentage, and a record of actual expenses. <ul style="list-style-type: none"> Please indicate if your vehicle is designed to carry 1 Tonne or more: Y / N (please circle) If you have travelled less than 5,000 business kilometers, and your vehicle is <u>not</u> designed to carry 1 Tonne or more, please provide your business kilometers travelled. Cents per kilometer rate \$0.88 per/km		
D2	Work-related travel expenses If yes, please provide any details, receipts and/or travel diary for any employee domestic or overseas travel, also including any out of pocket travel expenses such as tolls, parking, taxi/uber fares.		

D3	Work-related uniform, occupation specific or protective clothing, laundry, and dry-cleaning expenses <ul style="list-style-type: none"> • Protective clothing and safety footwear; or • Compulsory uniforms – non-conventional clothing that the employee is compelled to wear; or • Occupational-specific – clothing that identifies a person as a member of a specific profession, trade, vocation. 		
D4	Work-related self-education expenses Including student union fees, books, stationery, consumables, travel, and depreciation.		
D5	Other work-related expenses Examples include: <ul style="list-style-type: none"> • Union Fees, License Fees & Registrations • Home Office (Refer below) • Subscriptions, Memberships & Journals • Mobile, telephone & internet • Overtime meals & other allowance W/Off • Seminars and training • Tools • Stationery • Sun protection (i.e. Sunscreen & sunglasses) NOTE: Assets costing less than \$300 can be written off while those exceeding \$300 must be depreciated Home office: <ul style="list-style-type: none"> • Working from home (refer note below) • Mobile, Telephone & Internet • Stationery • Purchase of office furniture • Purchase of a computer, printer etc. Note: If you intend to claim a deduction via the fixed rate method, we require detailed records such as our example log sheet. Click here to access: Working From Home Log Sheet		
D6/D7	Interest & Dividend Deductions Expenses incurred in earning interest, dividend, or other investment income.		
D8	Gifts or donations of \$2 and over to deductible gift recipients		
D9	Cost of managing tax affairs/Tax agent's fees and other accounting and tax audit fees If your return was prepared by us last year, we will have the cost on our system.		
D10	Personal super contributions Please provide: Full name of fund: _____ Acc No: _____ Fund ABN: _____ To claim a deduction for personal super contributions you must provide us with an acknowledgement that you receive from your super fund for the Notice of Intent to Claim a Deduction that you have submitted to the fund. Without this acknowledgement, we cannot lodge your tax return. Contact Kidmans Partners for more information. NOTE: If it is from a SMSF managed by us we will take care of this for you.		
D11	Other deductions For example: Income protection insurance premiums.		

