



PRESTIGE PARTNERS

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2025 Sole Trader Individual Tax Checklist

To assist us in preparing your income tax return in accordance with Australian Taxation Office requirements, please provide supporting documentation to substantiate all your claims including copies of receipts, tax invoices, bank statements, payment summaries, contracts, agreements and other relevant correspondence.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. In particular, this applies to PAYG Payment Summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies.

In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

****DELIVERY UPON COMPLETION****

(Please tick preferred delivery method upon completion of your income tax return)

- Email to me (only applicable to clients who electronically to send their tax information in to us)
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

PERSONAL DETAILS

MR/MRS/MS/MISS (please indicate)

First Name/s: _____ Surname: _____

Residential Address: _____

Business Address (if different to Residential Address): _____

Preferred Postal Address: _____

Email Address: _____

Mobile: _____ Work: _____ Home: _____

Trading Name (if applicable): _____

ABN: _____ Are you registered for GST? NO YES

Business Activity Description: _____

For Refund Purposes:

Bank Account Name: _____

BSB: _____ Account Number: _____



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- Did you have your business data on a bookkeeping software package?
 - NO.
 - YES. Please provide:
 - Data file (if applicable)
 - Name of Software: _____ Version: _____
 - Login ID (if applicable): _____
 - Password (if applicable): _____

- Please provide the following documentation:
 - Copy of ALL business bank account statements covering the period 1 July 2024 to 30 June 2025 inclusive
 - Copy of ALL business credit card statements covering the period 1 July 2024 to 30 June 2025 inclusive

- Did you have any business loans?
 - NO.
 - YES. Please provide
 - Copy of ALL business loan statements covering the period 1 July 2024 to 30 June 2025
 - Loan #1: Reason for Loan is to _____
Business/investment portion of Loan : _____%
 - Loan #2: Reason for Loan is to _____
Business/investment portion of Loan : _____%

- Did you employ staff?
 - NO.
 - YES. Please provide
 - Copy of PAYG Payment Summaries issued
 - Copy of Annual PAYG Payment Summary Statement

- Did you buy, lease or hire any business assets between 1 July 2024 to 30 June 2025?
 - NO.
 - YES. Please provide
 - Purchase contract, and/or
 - Invoice/receipts



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- Did you sell or scrap any business assets between 1 July 2024 to 30 June 2025?

- NO.
 YES. Please provide

Sale contract, and complete the table below

Date Sold/Scrapped	Asset Number	Asset Description	Amount Received (if any)
1.			\$
2.			\$
3.			\$
4.			\$

- Did you have any stock on hand at 1 July 2024 to 30 June 2025?

- NO.
 YES. Please complete the following

- Stock on Hand as at 30 June 2025 \$ _____

- Did you write off any bad debts?

- NO.
 YES. Please complete the following

Name of Debtor	Amount written off
1.	\$
2.	\$
3.	\$
4.	\$

- Did you use a motor vehicle for **business** related purposes?

- NO.
 YES. Please select method of claim

- Business kms travelled: _____ km,
• Make & Model of Motor Vehicle: _____

OR

- Logbook method. Please complete:

- MV logbook form provided



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- Did you have any debtors (i.e people who owe you money) as at 30 June 2025?

NO.

YES. Please complete the following

Name of Debtor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

- Did you have any creditors (i.e people you owe money to) as at 30 June 2025?

NO.

YES. Please complete the following

Name of Creditor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

DO YOU HAVE A SPOUSE (MARRIED OR DE FACTO)?

NO.

YES. If Yes, are we preparing their tax return

NO.

YES.

SPOUSE DETAILS

MR/MRS/MS/MISS(please indicate)

First Name/s: _____ Surname: _____

Spouse's Date of Birth: _____

Spouse's Taxable Income: _____

Spouse's Reportable Fringe Benefits Amount (if any): _____

Spouse's Reportable Superannuation Contributions (if any): _____

Spouse's Share of Net Investment Loss including Rental Loss (if any): _____



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DO YOU HAVE DEPENDENT CHILDREN?

NO.

YES. If Yes, please complete CHILD DEPENDENT DETAILS below

CHILD DEPENDENT DETAILS

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

INCOME

1. Did you receive salary or wages?

NO.

YES. If Yes, please provide

Occupation description: _____

2. Were you part of an employee share scheme?

NO.

YES. If Yes, please provide

Employee share scheme statement

3. Did you receive any payments from Centrelink?

NO.

YES. If Yes, please provide

PAYG Payment Summary

4. Did you receive any pension payments from a Super Fund including a Self Managed Super Fund?

NO.

YES. If Yes, please provide

PAYG Payment Summary

5. Did you receive any lump sum or termination payments?

NO.

YES. If Yes, please provide

ETP PAYG Summary



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6. Did you receive any bank interest? NO.
 YES. If Yes, please provide
 Annual bank summary statement
7. Did you receive any dividends from shares you owned? NO.
 YES. If Yes, please provide
 Dividend statements including dividends reinvestments
8. Did you receive any partnership or trust distributions? NO.
 YES. If Yes, please provide
 Annual tax summary statement (if applicable)
 Annual distribution statement (if applicable)
9. Did you sell any shares? NO.
 YES. If Yes, please provide
 Supporting documentation
10. Did you receive rental income? NO.
 YES. If Yes, please complete form below
 Rental checklist
(if you do not have one, please contact our office)
11. Did you sell your rental property? NO.
 YES. If Yes, please provide
 FINAL settlement statement of sale
12. Did you receive any foreign income? NO.
 YES. If Yes, please provide
 PAYG Payment Summary, and/or
 Any other supporting documentation



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13. Did you receive any other income not mentioned above?
- NO.
- YES. If Yes, please provide
- Supporting documentation

DEDUCTIONS

1. Did you use your car for **work** related purposes?
- (Note: This is separate to using your car in your sole trading business. Please note this excludes Home to Work travel)*
- NO.
- YES. If Yes, please select method of claim
- Work kms travelled: _____ km,
- Make & Model of Motor Vehicle: _____
- OR
- Logbook method. Please complete form below
- MV logbook form
2. Did you have to travel overseas or interstate for work?
- NO.
- YES. If Yes, please provide
- Supporting documentation
3. Did you have to wear a uniform with your company logo/name and/or protective clothing?
- NO.
- YES. If Yes, please complete ONE of the following:
- Where **ONLY** the work clothes is washed each time
(ATO allows \$1 per load):
_____ loads/wk x _____ weeks
- Where both private clothes and work clothes are washed together *(ATO allows \$0.50 per load):*
_____ loads/wk x _____ weeks
4. Did you purchase any protective clothing and/or footwear?
- NO.
- YES. If Yes, please provide
- Receipts for items purchased (eg. Steel capped boots, gloves etc.)



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5. Did you undertake any study that would maintain or improve a skill required for your current work?
- NO.
- YES. If Yes, please provide
- Receipts for items purchased (eg. Textbooks, stationery, course fees etc.)
6. Did you have any other work related expenses?
- NO.
- YES. If Yes, please indicate below and provide supporting documentation
- Union fees
 - Trade/professional subscriptions
 - Seminars, courses, conferences, workshops
 - Books, technical journals
 - Tools and equipment
 - Mobile phone use
 - Home internet use
 - Home telephone use
 - Home office claim
- **Please ensure you have a diary that can substantiate your work use over a 4-week representative period (this needs to be maintained each year a claim is made)*
7. Did you make a donation of \$2 or more to an approved charity?
- NO.
- YES. Please provide
- Receipts
8. Did you pay someone other than Prestige Partners to prepare your tax return last year?
- NO.
- YES. If Yes, please provide
- Invoice from other tax agent/accountant
9. Did you have a loan for your investments?
- NO.
- YES. If Yes, please provide
- Loan statements



10. Did you make any personal superannuation contributions?
(Note: Superannuation that has been salary packaged/sacrificed through an employer DOES NOT qualify for this deduction)
- NO.
- YES. If Yes, did you provide your superfund with a notice of intent to claim the deduction?
- NO.
- YES. Please provide the written acknowledgement statement from your fund
11. Did you have income protection insurance?
- NO.
- YES. If Yes, was it paid out of your superfund?
- NO. Please provide the Annual statement of claim from your insurance provider
- YES.

TAX OFFSETS

1. Is your **usual place of residence** (i.e. do you LIVE) in a prescribed REMOTE area of Australia?
- NO.
- YES. If Yes, please complete below
- Location: _____

MEDICARE LEVY SURCHARGE

1. Did you and your dependants* have private hospital cover?
- NO.
- YES.

*For Medicare levy purposes, a dependant is:

- a resident spouse even if they worked and had their own income (including de-facto and same sex couples)
- a resident child under 21 years old
- a resident child, aged 21 to 24 years old, FULL TIME student at school, college or university

OTHER INFORMATION

1. Did you pay child support during the period 1 July 2024 to 30 June 2025?
- NO.
- YES. If Yes, please provide
- Amount of child support paid \$_____



2. Did you receive the NRAS* Tax Offset? NO.

*National Rental Affordability Scheme

YES. If Yes, please provide

Statement showing the NRAS tax offset amount

3. Do you have a current HECS/HELP or SSFS Debt?

NO.

YES. If Yes, please provide

HECS/HELP/SSFS Statement/s from the ATO

NEW CLIENTS ONLY

Please provide the following information:

- Date of Birth: _____
- Tax File Number: _____
- Photo Identification: Provided

Please also provide a copy of the following:

- | | | |
|--|-----------------------------------|-----------------------------|
| 1. 2023 Individual Tax Return | <input type="checkbox"/> Provided | |
| 2. 2023 Sole Trader Financials (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |
| 3. Loan contracts for existing loans (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> NA |

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare my 2024 income tax return.

I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Taxpayer

.....
Name (print)