



PRESTIGE PARTNERS

ADVISORY | SOLUTIONS | GROWTH

2025 Trust Checklist

To assist us in preparing your trust income tax return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and 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.

Finally, if you have sold any assets during the year, please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

****DELIVERY UPON COMPLETION****

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

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

Legal Name of Trust: _____

Trading Name of Trust: _____

(If different to Legal Name)

Trustee(s) of Trust (tick ONE only)

☐ Individual Trustee(s) Name of Trustee 1: _____

Name of Trustee 2: _____

☐ Corporate Trustee Name of Company: _____

Preferred Contact Name: _____

Business Address: _____

Postal Address *(if different from Business Address)*:

Email: _____

Telephone (W): _____ (H) : _____ (M): _____

TFN: _____ ABN: _____

Is the Trust registered for GST? ☐ NO ☐ YES

Business Activity Description:

- Did the Trust have its business data on a bookkeeping software package?

☐ NO. Go to next question.

☐ 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 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 the Trust have any business/investment loans?

☐ NO. Go to next question.

☐ 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 the Trust sell any shares and/or managed funds in this financial year?

☐ NO. Go to next question.

☐ YES. If yes, please provide:

☐ Supporting documentation

- Did the Trust sell any rental properties in this financial year?

☐ NO. Go to next question.

☐ YES. Please provide:

☐ FINAL settlement statement of sale.

- Did the Trust write off any bad debts?

☐ NO. Go to next question.

☐ YES. Please complete the following:

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

- Did the Trust use a motor vehicle for business-related purposes?

☐ NO. Go to next question.

☐ YES. Please select the method of claim:

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

OR

☐ Logbook method. Please provide logbook.

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

☐ NO. Go to next question.

☐ YES. Please complete the following:

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

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

☐ NO. Please sign the declaration below.

☐ YES. Please complete the following.

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

NEW CLIENTS ONLY

Please provide a copy of the following:

- | | | |
|--|-----------------------------------|-----------------------------|
| 1. 2024 Trust Tax Return | <input type="checkbox"/> Provided | |
| 2. 2024 Trust 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 |

Please tick to indicate who will provide a copy of the following:

- | | <u>Client</u> | <u>Ex-Accountant</u> | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. Trust Deed | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Company Register (only applicable if Corporate Trustee) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> NA |
| a. If Corporate Trustee, will Prestige Partners maintain the Company Register? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare the 2025 Trust 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 Trustee

.....
Name (print)