

StewartBrown
2025 INDIVIDUAL INCOME TAX CHECKLIST

Full name: _____ Spouse Name: _____
 Residential Address: _____
 Contact Numbers: Business Hours _____ Home _____ Mobile _____
 Your Occupation: _____ Your date of Birth: ____/____/____
 Spouse's Occupation: _____ Spouse's date of Birth: ____/____/____
 Would you prefer to receive your income tax return and assessment notice via: post ☐ or Digitally ☐

Preferred confidential email address: _____

To submit this checklist along with your supporting documentation via our client portal please click [here](#).

If you are due a tax refund you must provide your bank account details as the ATO will no longer issue refund cheques. Please nominate the account where you would like your tax refund credited to:

BSB: Account No.: Account Name: _____

Please tick YES or NO for the following and **attach** all the supporting documents. Expenditure claims require full substantiation.

INCOME (Please provide details where applicable)	APPLICABLE	
	YES	NO
1. Salary and Allowances:		
• Salary/wage etc (<u>attach</u> income statement/PAYG payment summary – individual non-business).	<input type="checkbox"/>	<input type="checkbox"/>
• Allowances including entertainment/vehicle/travelling/clothing etc.	<input type="checkbox"/>	<input type="checkbox"/>
• Reportable Fringe Benefits and Reportable Superannuation Contributions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Other remuneration, including:		
• Bonuses, tips, director's fees, commission, honorarium, etc.	<input type="checkbox"/>	<input type="checkbox"/>
• Any other benefit (provide details).	<input type="checkbox"/>	<input type="checkbox"/>
3. Employment Lump Sum & Termination Payments paid by an employer. Please <u>attach</u> the PAYG payment summary – employment termination payment from the payer.	<input type="checkbox"/>	<input type="checkbox"/>
4. Australian Government allowances and payments (e.g. Newstart Allowance, Youth Allowance, Austudy payment, Parenting Payment (partnered), Partner Allowance, Sickness Allowance, CDEP and other government payments). Please <u>attach</u> PAYG payment summary – individual non-business or a letter from the agency.	<input type="checkbox"/>	<input type="checkbox"/>
5. Australian Government Pensions and Allowances from Centrelink or the Department of Veterans' Affairs. Please <u>attach</u> your PAYG payment summary – individual non-business or a letter from the agency that paid the pension, allowance, or payment. Please also include details of any tax-free government pensions received.	<input type="checkbox"/>	<input type="checkbox"/>
6. Australian Annuities and Superannuation Income Streams. Please <u>attach</u> your PAYG payment summary – superannuation income stream, PAYG payment summary – individual non-business or a provider statement.	<input type="checkbox"/>	<input type="checkbox"/>
7. Australian Superannuation Lump Sum Payments from superannuation funds, ADFs, retirement savings accounts or life insurance companies, including death benefits. Please <u>attach</u> your PAYG payment summary – superannuation lump sum.	<input type="checkbox"/>	<input type="checkbox"/>
8. Gross Interest received, including the name of the organisation, branch address and account number. Please provide details of any tax withheld by a financial institution.	<input type="checkbox"/>	<input type="checkbox"/>
9. Gross Dividends received and bonus shares issued. Include franked, unfranked, imputation credits and details of withholding tax deducted from overseas dividends. <u>Attach dividend statement for each dividend (or summary if available).</u>	<input type="checkbox"/>	<input type="checkbox"/>
10. Discounts on acquisition of employer company shares or options. Please provide full details if you have <u>received or exercised any employee shares or options</u> during the year. Please <u>attach</u> your "Employee Share Scheme Statement" and associated documents from your employer.	<input type="checkbox"/>	<input type="checkbox"/>
11. Gross Income from Cash Management, Property, Equity Managed Investment Trusts and other Unit Trusts.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Attach the year end Tax Statement and Tax Guide for each Trust.</u>		

	APPLICABLE	
	YES	NO
12. Distributions received from a Partnership, Discretionary Trust or Will. Provide name, tax file number, source of income, tax credits and family trust distribution tax paid.	<input type="checkbox"/>	<input type="checkbox"/>
13. Any Business Income and Business Expenses. Include tax withheld where your ABN was not quoted. Please attach your PAYG payment summary.	<input type="checkbox"/>	<input type="checkbox"/>
14. Sale of investments/property e.g. cryptocurrency, real estate, shares, commodities, or other assets. Please provide full details (i.e. description, purchase date, purchase price, sale date and sale proceeds). Please include the liquidators' letter for corporate collapses.	<input type="checkbox"/>	<input type="checkbox"/>
15. Please provide details of any foreign source income (including foreign life policies and foreign employment income, interest, dividends, etc.). Please also advise if you own or have an interest in foreign assets exceeding the value of \$50,000. Please attach copies of the relevant documents and details of any foreign tax paid, include details of debt expenditure (e.g. interest) relating to foreign passive investment income (e.g. rental properties held overseas).	<input type="checkbox"/>	<input type="checkbox"/>
16. Rental Income:		
• Gross rental income including any insurance recoveries (include property address and number of weeks rented and number of weeks available for rent during the year). <u>Attach annual/monthly rental statement.</u>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide details of any private use during the year.	<input type="checkbox"/>	<input type="checkbox"/>
• If the property was first let this year, include the date rental commenced (or became available for rent), date of purchase and cost of acquisition (including improvements), a copy of the settlement statement and date of contract.	<input type="checkbox"/>	<input type="checkbox"/>
17. Redemption of Insurance Bonds, short-term Life Assurance Policies or any cash bonuses paid to you in respect of a policy taken out after 27/08/82 and before the 10 th year anniversary of the policy.	<input type="checkbox"/>	<input type="checkbox"/>
18. Please provide details of any income received from a forestry managed investment scheme (FMIS) as an initial participant or a subsequent participant.	<input type="checkbox"/>	<input type="checkbox"/>
19. Any other income including attributed personal services income, royalties, etc.	<input type="checkbox"/>	<input type="checkbox"/>
DEDUCTIONS (Please provide details where applicable)		
20. Work-related expenses (including amounts relating to expenditure allowances) (e.g. car, travel, uniforms, protective clothing, laundry, self-education, seminar fees, sun protection, union fees, journals, tools, equipment and home office expenses).	<input type="checkbox"/>	<input type="checkbox"/>
Note:		
a) A diary of travel must be kept for all travel of 6 or more nights in a row.		
b) Self-education expenses (excluding HELP) must directly relate to your income earning activities.		
c) Details of registration, make, model, engine capacity and opening and closing odometer readings are required for car expense claims. Only the cents per Km and logbook methods can now be used.		
d) Provide details of how allowances were expended (e.g. log book, diary).		
e) Home office expenses. For the simplified home office method, provide your record of the actual hours you worked at home during the income year. Alternatively for the actual expenses method, provide the record of actual hours worked from home and the total costs of expenses to be claimed.		
21. Income-producing property expenses (e.g. rates, land tax, repairs, interest, insurance, commission etc.) and expenses relating to interest, dividends and other investment income generally (e.g. interest, bank fees, management fees and borrowing costs etc).	<input type="checkbox"/>	<input type="checkbox"/>
22. Gifts or donations (not raffle tickets or a dinner) of \$2 or more to an approved organisation. Please provide receipts. You can claim a tax deduction of up to \$10 without a receipt for the donations of \$2 or more to bucket collections conducted by an approved organisation for natural disaster victims.	<input type="checkbox"/>	<input type="checkbox"/>
23. Contributions made by you to a superannuation fund. You must forward your fund a notice of intent to claim a deduction and provide us with the acknowledgment received from your fund before we are able to lodge your tax return.	<input type="checkbox"/>	<input type="checkbox"/>
24. Expenditure paid to a forestry managed investment scheme (FMIS).	<input type="checkbox"/>	<input type="checkbox"/>

APPLICABLE

YES NO

25. Other deductions (e.g. Tax Agent's Fees, Income Protection or Disability Insurance). ☐ ☐
26. Details of Income tax or capital gains tax losses or deferred non-commercial losses brought forward from prior years. ☐ ☐

TAX OFFSETS (Please provide details where applicable)

27. Have you made any contributions on behalf of your spouse to their superannuation fund? Please provide details of amounts contributed. ☐ ☐
28. Do you or your family have private health insurance cover? Please **attach** your **2025 Private Health Insurance Statement** if issued by your health fund detailing your cover. ☐ ☐
29. Zone / Overseas Forces rebate – relevant only to residents of certain remote or isolated areas or Defence Force Members. ☐ ☐
30. Do you have any dependent children under 18 or student under the age of 25? If so, please provide the name, date of birth and details of the separate net income of each child. ☐ ☐
31. Do you have a spouse? Please note that this also includes someone that you may not be legally married to you but that you lived with on a genuine domestic basis in a relationship as a couple. If so, **please provide the name, date of birth, tax file number and details of the separate net income of your spouse.** ☐ ☐

OTHER (Please provide details where applicable)

32. Provide details of any changes in your duties or responsibilities as an employee. ☐ ☐
33. If you arrived in Australia or left Australia during the year, please provide full details. ☐ ☐
34. Provide details of new assets or investments acquired during the year for Capital Gains Tax records. Please provide a description, date of purchase and cost. Also include details for any overseas assets acquired during the year. ☐ ☐
35. Medicare Levy Exemption or reduction. Please indicate if you are a member of the Defence Forces, Repatriation Beneficiary or holder of Health Care Card. ☐ ☐
36. Do you own any property other than your principal residence and rental properties? If yes, for capital gains tax purposes please provide details including the address, purchase date and cost and any property holding costs (e.g. rates and interest). ☐ ☐
37. Please supply details of any personal contributions made to your superannuation fund for which you expect to be eligible for the government co-contribution or the low income superannuation contribution tax offset (LISTO). ☐ ☐
38. Citizenship (please tick): ☐ ☐
- Australian ☐ New Zealand ☐ U.S. ☐ Other ☐ (please specify).....

TERMS OF ENGAGEMENT

StewartBrown is a member of Chartered Accountants Australia & New Zealand and is, therefore, bound by the professional standards issued by that body. In addition, as tax agents we are bound by the *Tax Agents Services Act (2009)* and the associated professional code of conduct.

As a result, we need to refresh the terms and scope of the work we perform on behalf of all clients from time to time. Accordingly, we enclose our updated terms of engagement, which set out our Standard Terms and Conditions. We also enclose a copy of our Privacy Policy and Disclosure Statement for your information.

Please note that we have not changed our general terms and conditions of our professional relationship with clients but merely need to re-document the terms of the engagement in order to comply with the recommendations of Chartered Accountants Australia and New Zealand and the requirements of the Code of Professional Conduct introduced with the *Tax Agents Services Act (2009) (and Regulations)*.

FINANCIAL PLANNING

There are many important issues to consider when looking at your overall “financial health” including the tax and cash flow implications of various retirement and wealth management strategies. Accordingly, we offer clients a full range of financial planning services through our in-house Stewart Brown Advisory Pty Limited which is headed by Amanda Lee and Peggy Liang. Please feel free to contact us, Amanda Lee or Peggy Liang for a complimentary initial discussion.

MORTGAGE FINANCE

We remind you that our firm has a relationship with a wholesale mortgage provider – Mortgageport. This means that we can offer you access to favourable commercial, business and residential mortgage loans. These loans may be used for any worthwhile purpose including business, investment or private finance. We believe most clients will benefit from an independent review of their current borrowings. Please contact us for a check on the cost of your mortgage.

ESTATE PLANNING

Every client should review their Estate Plan and ensure that their affairs are in order. This reduces costs and time delays as it gives a clear plan and authority to manage your financial and personal affairs and provides a safe and smooth transfer of assets to loved ones. In

addition, there can be significant tax savings in certain circumstances. We can assist you in reviewing your Estate Plan and instructing your solicitor or recommending an appropriate solicitor to you.

There are four important documents to consider preparing, namely:-

- **Will** – This is your instruction as to how you want your estate administered in the event of your death. Wills can be simple or complex depending on the assets involved. Wills need to be reviewed (just like the other documents below) every few years just to make sure things are still appropriate. Under the Will you need to appoint an Executor who will carry out your instructions. Typically, with a married couple the Executor is each other in the first instance but you can include secondary Executors (if you both go down in the plane together!)

- **Enduring Power of Attorney** – This is where you can appoint another person(s) to act as your attorney to make financial and legal decisions even if you lose mental capacity. Choosing your attorney is really important because they can make decisions on your behalf whilst you are still alive and you are bound by their decisions.

- **Enduring Guardianship** - This is where you can appoint another person(s) to act as your attorney to make health care and personal decisions on your behalf, even if you lose mental capacity (e.g. like turning-off life support). Guardianship also covers the important decision of who you want to be appointed as legal guardian(s) of minor children. The attorney for Guardianship does not need to be the same person as under Power of Attorney.

- **Superannuation** – Many clients are accumulating substantial wealth in superannuation and it is essential to consider how these savings are to be managed and distributed in the event of death. You cannot generally direct how your superannuation savings are to be dealt with in your Will, so it is important to consider preparing a Binding Death Nomination or implement other controls (particularly if you have a SMSF) to ensure your superannuation savings are dealt with in accordance with your wishes.

Disclaimer

This communication provides information believed to be current as at the time of circulation. It is not intended to be used for tax and or accounting advice and no one should rely on its contents or take any action on the basis of its contents without obtaining appropriate professional advice. The authors and publishers of this communication expressly disclaim all or any liability or responsibility whatsoever whether to a direct addressee of this communication or to any other person who may use it in respect of any loss or damage flowing therefrom whether direct or consequential.

Copyright © 2025 StewartBrown