



Tax Time Checklist

ABN HOLDERS

SOLE TRADERS & BUSINESS OWNERS

REQUIRED DOCUMENTS

In order to accurately prepare your tax return it is necessary to have all supporting documentation available at your appointment, such as income statements and proof of purchases (receipts or invoices). Here's a list of some of the things you may need to have ready!

income

- Retail or Wholesale Sales
- Professional Fees Received
- Contract Payments Received
- Income where no ABN was quoted
- Income – Voluntary Agreement
- Income – Labour Hire Payments
- Government Payments – *including any grants, subsidies, payments, or rebates received (e.g. JobKeeper Payments etc...)*

expenses

- Motor Vehicle Expenses
 - Fuel
 - Registrations & Insurances
 - Repairs & Maintenance
 - Interest on Loan *(if applicable)*
- Travel Expenses
- Uniform/Protective Clothing/Sun Protection Costs
- Computer Costs
- Internet/Phone *(if prepaid, all receipts are required)*
- Printing & Stationery
- Tools & Equipment
- Donations - \$2 and over to deductible gift recipients
- Accounting Fees
- Advertising & Marketing
- Bank Fees & Charges
- Cleaning & Rubbish Removal
- Sub-Contractor Payments
- Courses/Seminars/Workshops
- Depreciation of Fixed Assets
- Electricity *(other than home office)*
- Government Fees – *including ASIC fees*
- Hire or Rent of Equipment
- Home Office (if applicable) - e.g. *Electricity, Water, and Gas usage*
- Insurance Premiums
- Interest Paid
- Postage
- Registration Fees
- Subscriptions & Publications
- ALL other items you may consider to be necessary that is directly related to your current work activities

Any Questions?
Call us on (08) 9248 8124

