

## 2025 Individual Tax Return Checklist

	Yes	No	N/A	Item
Download and review ATO pre-filling report				
Did the client's residency status change during the year? If so, consider part year tax-free threshold. Has CGT event I1 been triggered?				A2
Was taxpayer in Australia on a working holiday visa 417 or 462?				A4
<b>Employment income and deductions</b>				
Salary and wages				1
Allowances, earnings, tips and directors fees				2
Reportable fringe benefits				IT1
Reportable employer superannuation contributions				IT2
Lump sum payments A and B				3
Lump sum payment D received for a redundancy (not subject to tax and no disclosure is required in the return)				-
Lump sum E – Lump sum payments in arrears				24
• Employment termination payments				4
• Shares or rights under an Employee Share Scheme				12
<b>Deductions</b>				
• Car used for work purposes (and not reimbursed) – consider log book or cents per km method				D1
• Travel expenses for work (where a travel allowance was received, consider the substantiation exception – refer TR 2004/6)				D2
• Expenses for clothing, uniform, laundry, or protective gear (e.g. sunglasses, sunscreen, compulsory uniform)?				D3
• Self-education expenses (e.g., course fees, materials, travel, parking, stationery, books, depreciation of equipment, etc) • Consider if fully allowable given tightened rules under TR 2024/3				D4
• Other expenses (union fees, overtime meals, telephone, internet, books, journals, subscriptions, workshops and home office expenses which must be claimed in accordance with PCG 2023/1 where no details of actual costs)				D5
<b>Government payments</b>				
• Assessable Government allowances and payments (e.g. Jobseeker payment, youth allowance, Austudy, parenting payment (partnered), sickness allowance, etc)				5

<ul style="list-style-type: none"> <li>Assessable Government pensions and allowances (e.g. age pension, carer payment, parenting payment (single), age service pension, etc)</li> </ul>				6
<ul style="list-style-type: none"> <li>Consider eligibility for Senior and pensioners tax offset (SAPTO)?</li> </ul>				T1
Superannuation benefits and annuities				
<ul style="list-style-type: none"> <li>Superannuation income streams or annuities</li> </ul>				7
<ul style="list-style-type: none"> <li>Superannuation lump sum</li> </ul>				8
<ul style="list-style-type: none"> <li>Consider whether a SAPTO or income stream tax offset is available</li> </ul>				T1 or T2
<ul style="list-style-type: none"> <li>Foreign pension or annuity</li> </ul>				20
<ul style="list-style-type: none"> <li>For assessable foreign pension or annuity, consider whether a deduction for the undeducted purchase price is available</li> </ul>				D11
Investment amounts				
<ul style="list-style-type: none"> <li>Interest on bank accounts, term deposits or received from the ATO and any associated TFN tax</li> </ul>				10
<ul style="list-style-type: none"> <li>Dividends on shares</li> </ul>				11
<ul style="list-style-type: none"> <li>Franking credits attached to dividends – consider: <ul style="list-style-type: none"> <li>has the 45 day holding period rule been satisfied? or</li> <li>is the small shareholder exemption satisfied (no more than \$5,000 imputation credits from all sources received in the year)?</li> </ul> </li> </ul>				11
<ul style="list-style-type: none"> <li>Tax offset for exploration credits received or is individual the principal of special disability trust?</li> </ul>				T9
<ul style="list-style-type: none"> <li>Managed fund distributions</li> </ul>				13 and 20
<ul style="list-style-type: none"> <li>Rental property income and expenses</li> </ul>				21
<ul style="list-style-type: none"> <li>Interest, fees, borrowing costs, management costs related to earning interest income</li> </ul>				D7
<ul style="list-style-type: none"> <li>Interest, fees, borrowing costs, management costs, journals/subscriptions related to earning dividend income</li> </ul>				D8
<ul style="list-style-type: none"> <li>For contribution to an early stage venture capital limited partnership (ESVCLP), consider eligibility for tax offset</li> </ul>				T7
<ul style="list-style-type: none"> <li>Consider 20% offset for investor in an early stage innovation company (subject to a \$10,000 or \$200,000 cap depending on nature of investor)</li> </ul>				T8
Trust beneficiaries and partners				
Distributions from trust or partnership				13
Distribution from a trust, company or partnership on which family trust distribution tax has been paid – not assessable but must be				A5

disclosed to calculate income for Medicare levy surcharge purposes				
Where partnership loss was incurred, consider the non-commercial loss provisions				16 and P9
Consider cost base adjustments for non-assessable payments from a unit trust under CGT event E4				-
For beneficiary/partner of SBE, consider small business tax offset that applies to unincorporated businesses				13 D or E
<b>Business amounts</b>				
<ul style="list-style-type: none"> <li>Carrying on a business as a sole trader</li> </ul>				15 and P
<ul style="list-style-type: none"> <li>Sole traders subject to the PSI rules</li> </ul>				14
<ul style="list-style-type: none"> <li>Where there are business losses or brought forward non-commercial losses, consider non-commercial loss rules</li> </ul>				16 and P9
<ul style="list-style-type: none"> <li>Deductible farm management deposits and assessable withdrawals</li> </ul>				17
<ul style="list-style-type: none"> <li>Consider the small business tax offset that applies to unincorporated businesses</li> </ul>				15
<b>Personal services income (PSI) amounts</b>				
<ul style="list-style-type: none"> <li>Attributed PSI from a personal services entity (PSE)</li> </ul>				9
<ul style="list-style-type: none"> <li>Deductible net PSI loss from a PSE</li> </ul>				D15
<b>Capital gains or losses</b>				
<ul style="list-style-type: none"> <li>Capital gain or loss on disposal or non-arm's length transfer of capital assets (e.g. real estate, shares, managed fund withdrawals, etc)</li> </ul>				18
<ul style="list-style-type: none"> <li>Foreign resident CGT withholding amount withheld</li> </ul>				18
<ul style="list-style-type: none"> <li>Capital losses carried forward from 2024</li> </ul>				18V
<b>Other income amounts</b>				
Foreign investors or individuals receiving foreign income				19 and 20
Bonus from a life insurance policy or a friendly society				22
Forestry managed investment scheme income				23
Income earned from sharing economy (if not rent or business)				24
Assessable amount released under First Home Super Saver scheme				24
Amounts released by super fund that exceed liability on a release authority				24

Taxable scholarships				24
Royalties				24
Assessable balancing adjustment from disposal/loss or destruction of depreciating asset				24
Professional income as an author, musician, artist, or sports person				24
Reimbursement of tax-related expenses				24
Bonus amounts on friendly society bonds				24
Other deductions				
• Low value pool deductions				D6
• Gifts or donations to deductible gift recipient, registered political party, or independent member of Parliament (consider spreading over 5 years where beneficial)				D9
• Costs of managing tax affairs (e.g., tax agent's fees, travel costs to obtain advice, quantity surveyors report, ATO interest paid, etc) – divide into: <ul style="list-style-type: none"> <li>interest charged by the ATO</li> <li>litigation costs</li> <li>other expenses incurred in managing tax affairs</li> </ul>				D10
• Deductible personal superannuation contributions (ensure a notice of intent to claim or vary a deduction for personal contributions form has been provided to the fund, and the taxpayer has received an acknowledgement from the fund)				D12
• Consider the making of catch-up concessional contributions (if eligible)				
Capital expenditure directly connected to a project				D13
Deductible payments to a forestry managed investment scheme				D14
Election expenses for local, territory, state and federal candidates				D15
Income protection, sickness or accident insurance premiums				D15
Expenses incurred in deriving income from the sharing economy returned as income at Item 24				D15
Five year write off for certain business related capital expenses not claimed in full before business ceased under blackhole provisions of section 40-880 of the ITAA 1997				D15
Immediate deduction for certain start-up expenses relating to proposed business structure under section 40-880				D15
Self-education expenses incurred in doing course of study to satisfy requirements of taxable scholarship				D15
Other tax offsets				
Maintenance of a relative (including invalid spouse, carer spouse, invalid relative (child, brother or sister 16 years old or older), spouse's invalid relative, parent, or spouse's parent				T5

Landcare or water facility tax offset brought forward from an earlier year				T6
Contributions to a complying superannuation fund on behalf of a spouse				T3
Zone offset for individuals living in remote area of Australia or working overseas with Australian Defence Force or as prescribed member of United Nations armed force				T4
Other items				
Revenue losses brought forward from prior years – separately disclosing losses from primary production and/or non-primary production business				L1
Consider excepted income of minors				A1
Complete adjusted taxable income labels				IT1 to IT8
Complete spouse items				
Complete private health insurance details where relevant				M2
Is the client eligible for a Medicare levy reduction or exemption taking into account increased thresholds for the 2024-25 year?				M1
Super co-contribution for eligible personal superannuation contributions (only relevant where taxpayer was under 71 on 30 June 2025 where total 'income' is less than \$60,400)				A3
Tax estimate				
Consider outstanding HELP, VET or SFSS debts (with regard to HELP debt repayment thresholds for the year ended 30 June 2025)				