

# 2025 Individual Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

| Information                                                                                                               | Information provided     | Not applicable           |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Income</b>                                                                                                             |                          |                          |
| Income statement/PAYG payment summaries                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Lump sum payments (eg employment termination payment)                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-cash benefits                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Partnership distribution statement, including copy of partnership tax return                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Trust distribution statement, including copy of trust tax return                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Documentation regarding foreign source income, foreign assets or property                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements stating interest earned, including for term deposits                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee share scheme statements                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed fund annual tax statement and capital gains tax statement                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Buy/sell contract notes for any share transactions                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Contracts to acquire/dispose of investments other than shares and rental properties                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of cryptocurrency wallet transactions (eg Bitcoin)                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Work-related deductions</b>                                                                                            |                          |                          |
| Details of depreciable assets bought or disposed of during the income year (eg laptops)                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details and receipts for home office expenses, including a diary for working at home expenses                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of working from home running expenses and receipts or time sheets                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional journals/trade magazines                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional memberships/subscriptions                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Receipts for continuing professional development courses and seminars                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Receipts for self-education expenses                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle logbook for motor vehicle expenses (if using the logbook method)                                                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Information provided                                                                                                                                                                                                                                     | Not applicable                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other deductions</b><br>Receipts for donations of \$2 and over to deductible gift recipients<br>Expenditure incurred in managing tax affairs (eg tax agent fees)<br>Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)<br>Income protection insurance premiums                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                                                                                                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                                                                                                             |
| <b>Rental properties</b><br>Date when property was purchased, including details of co-ownership if applicable<br>Period property was rented out during the income year<br>Records detailing rental income (annual statement from property agent, if engaging services of an agent)<br>Loan statements for property showing interest paid for the income year<br>Expenses incurred such as water charges, land tax and insurance premiums<br>Details of depreciable assets bought or disposed of during the income year<br>Details of any capital works on the property<br>If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>Offsets/rebates</b><br>Details of any superannuation contributions for spouse<br>Details of dependants, including their age, occupation and income<br>Private health insurance statement (and details of prepaid premiums)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                                                                                                                                         | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                                                                                                                                         |
| <b>If operating as a sole trader</b><br>Cashbook, which includes records of drawings taken before the business takings were banked<br>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year<br>Copies of income statements/PAYG summaries for employees<br>Details of any government grants, subsidies, payments or rebates received<br>Details of superannuation contributions for employees<br>Details of any assets purchased, including date of purchase and amount<br>Payments of salaries and superannuation to associates<br>Records from accounting software (eg trial balance, profit and loss, and balance sheet)<br>Statements of all liabilities of the business | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

| Information                                                                                | Information provided     | Not applicable           |
|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Other information – all individuals</b>                                                 |                          |                          |
| Details of residency status                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Other receipts or outgoings received or incurred, where uncertain if assessable/deductible | <input type="checkbox"/> | <input type="checkbox"/> |
| Notice of superannuation contributions                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Individual's total superannuation balance                                                  | <input type="checkbox"/> | <input type="checkbox"/> |

# 2025 Superannuation Fund Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

| Information                                                                                           | Information provided     | Not applicable           |
|-------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Bank statements</b>                                                                                |                          |                          |
| Bank statements for the tax year                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of all deposits and withdrawals                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque book butts and deposit books                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Investments</b>                                                                                    |                          |                          |
| Details of rent, leasing or hiring income                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Maturity notices for term deposits                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Distribution statements from trusts                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Statements of returns of capital (from shares)                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Contract notes and settlement statements for any shares purchased                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Sell notes and settlement statements for shares sold (and original contract notes if possible)        | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirmation for units purchased in managed funds                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Sell notes for units in managed funds sold (and original purchase notes if possible)                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed funds distribution statements, annual tax statements and capital gains statements             | <input type="checkbox"/> | <input type="checkbox"/> |
| Income received through trusts other than managed investment funds                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Off-market transfer forms for any in-specie contributions                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any investments acquired from members or their associates during the income year           | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any investments in related parties, including any outstanding distributions to be received | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of artwork, collectables and personal use assets (storage, insurance, valuations)             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investment assets purchased and sold                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of cryptocurrency wallet transactions (eg Bitcoin)                                            | <input type="checkbox"/> | <input type="checkbox"/> |

| Information                                                                                                                                                      | Information provided     | Not applicable           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Contributions received</b>                                                                                                                                    |                          |                          |
| Records of all employer contributions (including salary-sacrifice contributions)                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any after-tax contributions (eg personal contributions)                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any contributions where no TFN was quoted                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any contributions on behalf of spouse                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any spouse contributions splits                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any unused cap amounts for concessional contribution available to carry forward (total superannuation balance must be less than \$500,000 on 30 June) | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any downsizer contributions (up to \$300,000 per person aged 55 or over)                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any withdrawal of first home super saver (FHSS) scheme contributions (and associated earnings)                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of deductions for personal contributions                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Written notices from members stating intention to claim deductions for their personal contributions                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Rollovers</b>                                                                                                                                                 |                          |                          |
| Details of inward rollovers                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of outward rollovers                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of family law superannuation splitting payments and court orders                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Insurance policies</b>                                                                                                                                        |                          |                          |
| Copies of annual life insurance policy provided for members                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of death or disability policy provided for members                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Benefits paid</b>                                                                                                                                             |                          |                          |
| Details of any lump sum benefits paid to members                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any pensions paid to members, including copies of income statements/PAYG summaries if applicable                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any early release of benefits                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Common deductions</b>                                                                                                                                         |                          |                          |
| Death or disability premiums                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Actuarial costs, accountancy fees and audit fees                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Investment expenses, including nature of the expenses                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Management and administrative expenses, including nature of the expenses                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |

| Information                                                                                              | Information provided     | Not applicable           |
|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Other information</b>                                                                                 |                          |                          |
| Details of any derivatives and instalment warrants entered into                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of limited resource borrowing arrangements (LRBAs)                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report for the previous financial year                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of meetings                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of trustee declarations for any new trustees, or directors of corporate trustees                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of investment strategy                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Record of all members as at 30 June 2025                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Has trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct? | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any schemes involving non-arm's length income (NALI)                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any schemes involving non-arm's length expenditure (NALE)                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible     | <input type="checkbox"/> | <input type="checkbox"/> |

# 2025 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

| Information                                                                                                                        | Information provided     | Not applicable           |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Income</b>                                                                                                                      |                          |                          |
| Accounting information, including trial balance, profit and loss, and balance sheet                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Asset register detailing depreciable assets bought and sold or scrapped during the income year                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Cashbook (if maintained)                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes for units in managed funds sold (and original purchase notes if possible)                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other income such as rental income                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investment income                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any grants, subsidies, payments and rebates received                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest and repayments received from shareholders                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of proceeds from disposal of capital assets                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed funds distribution statements, annual tax statements and capital gains statements                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Deductions</b>                                                                                                                  |                          |                          |
| Details of advertising and marketing expenses                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bad debts actually written off during the income year                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonus deduction expenditure (eg external training courses, digital adoption and efficient energy use)                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses and commissions paid to employees                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses and commissions paid to external parties                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of bonuses paid to directors                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of borrowing costs for new loans entered into during the income year                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of director fees                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of donations of \$2 and over to deductible gift recipients                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of entertainment expenses                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of expenses incurred during the income year that were associated                                                           | <input type="checkbox"/> | <input type="checkbox"/> |

| Information                                                                                                          | Information provided     | Not applicable           |
|----------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| with establishing, expanding, merging or liquidating the entity                                                      |                          |                          |
| Details of fringe benefits tax paid (and a copy of the FBT return lodged)                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest on loans                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lease expenses for motor vehicles, premises and equipment                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of legal expenses                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lump sum payments (including for retirement and redundancy)                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of motor vehicle expenses                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of prepayments                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of professional subscriptions and journals                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of rates, land taxes and insurance premiums                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of repairs and maintenance                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of research and development activities and expenses                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of royalties paid                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of salaries paid, including fringe benefits                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for directors                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for employees                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of tax, accounting and audit fees paid                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any assets purchased, including date of purchase and amount                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of travel expenses (provide travel diaries)                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Balance sheet – assets</b>                                                                                        |                          |                          |
| Asset register detailing depreciable assets bought and sold or scrapped during the income year                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque book butts and deposit books                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation for any units in managed funds purchased                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for any shares purchased                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investments purchased                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of capital assets purchased during the income year                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of leases entered into and terminated during the income year                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of work-in-progress                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade debtors with amounts outstanding                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Value of stock as at 30 June 2025 (and basis of valuation)                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Balance sheet – liabilities</b>                                                                                   |                          |                          |
| Accrued expenses (eg audit fees and bonuses) and unearned revenue                                                    | <input type="checkbox"/> | <input type="checkbox"/> |



| Information                                                                                                                                | Information provided     | Not applicable           |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Details of all loans                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade creditors with amounts owing                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Provisions for long service leave and annual leave                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Balance sheet – equity</b>                                                                                                              |                          |                          |
| Details of any changes to shareholding                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans from shareholders or partners                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any increase or decrease to reserves                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Additional information – company</b>                                                                                                    |                          |                          |
| Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company            | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report (if applicable)                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of company meetings                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any share buy-backs or share cancellations                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Any of the following schedules (as applicable):                                                                                            |                          |                          |
| • losses (carry-forward tax losses and net capital losses exceed \$100,000);                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • capital gains tax;                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • dividend and interest;                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • international dealings;                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| • non-individual PAYG payment summary;                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| • research and development (R&D) tax incentive                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Additional information – trust</b>                                                                                                      |                          |                          |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of trustee meetings, in particular distribution resolutions                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of trust deed or any amendments during the income year, if not already supplied                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any units redeemed or issued during the income year (for a unit trust)                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any unpaid present entitlements to beneficiaries or associate private companies                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any elections (eg family trust election, interposed entity election)                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| If closely held trust (including family trust), any relevant notices (eg tax file number (TFN) report, trustee beneficiary (TB) statement) | <input type="checkbox"/> | <input type="checkbox"/> |

| Information                                                                                                                             | Information provided     | Not applicable           |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Additional information – partnership</b>                                                                                             |                          |                          |
| Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of partnership meetings                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of partnership agreement                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| If the partnership was restructured during the income year, all relevant details                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Additional information – all entities</b>                                                                                            |                          |                          |
| Other receipts or outgoings received or incurred, where uncertain if assessable/deductible                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of any employer shortfall exemption certificates                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |