

2025-2026

ANNUAL TAX CHECKLIST - Individual

Please use this checklist and include it with your accounting records to ensure that all relevant information is provided to enable us to complete your tax work. Where possible please scan and email your documentation to the applicable staff member.

Name(s):

END OF FINANCIAL YEAR REPORTS

Please let us know how you'd like your final reports provided to you:

- Printed copy
- Emailed (PDF format)

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<Email Address>

Attached

INDIVIDUAL TAX RETURN INFORMATION

Please include copies/originals of the following information for each individual in your family. Not all of these may apply to you

▪ Electronic Funds Transfer (EFT)

Please provide bank details for the account you wish to have your refund credited to below:

Account Name:

BSB Number: -

Account Number:

▪ Income

- Payment Summaries / Income Statements for any work performed *
- Payment Summaries for any Centrelink payments received *
- Details on allowances, director's fees etc earned
- Dividend information (copies of dividend slips)
- Managed funds (copies of Annual Tax Statements)
- Interest received on personal bank accounts (copies of statements)
- Details of any FMDs withdrawn throughout the year.
- Any other income received

*Please note most payment summaries are now issued electronically and you will not receive a statement, but likely confirmation the statement has been prepared and is available for lodgement.

▪ Deductions

- Work-related expenses (copies of receipts)
- Work-related car expenses (see motor vehicle section on page 2)
- Working from home expenses (total hours worked from home for 2024/25)
- Personal superannuation contributions.
- Donations (copies of receipts)
- Self-education expenses (copies of receipts)
- Details of any FMD's deposited throughout the year.

- Capital Gains / Losses
 - Details of shares or units purchased and sold during the year
 - Details of other assets purchased and sold during the year

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- Rental Properties
 - Income details or property agent statements
 - Details on loans, showing interest on rental property
 - Expenses relating to rental property
 - Quantity Surveyors tax depreciation report (if applicable)
 - Period of rental for 2024/25
 - Address of Rental Property/s
 - If purchased or sold during 2024/25, copies of the settlement statement and contract
 - If you have not previously supplied MBS with your property purchase details, please provide them for us to keep on file for capital gains tax purposes

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- Private Health Cover
 - Include a copy of your Annual Health Cover statement as issued by your provider (Please include both sides of the document for identifying who is covered by the policy)

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MOTOR VEHICLE DETAILS

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For those wishing to claim work-related motor vehicle expenses, you must have either a 12-week logbook if traveling in excess of 5,000 business km per year or a log of total business kms traveled for the year if less than 5,000 kms or a basis on which to determine business kilometers.

Logbooks must be completed at least every 5 years or if there are any changes to your circumstances

Note: We can supply you with a logbook or they can be purchased from any local newsagency

If claiming more than 5,000 kms please provide all expenses for your vehicle such as fuel, tyres and services, registration, insurance, repairs, and maintenance, etc

If claiming less than 5,000 kms please complete the section below:

Make / Model:	
Registration number:	
Engine capacity:	
Total business kms travelled this year:	