

2025 INDIVIDUAL TAX RETURN CHECKLIST

Income

Government or Centrelink Payments (e.g. Pensions, Sickness Benefits, Parenting Payments, Newstart, Austudy & Youth Allowances)

Personal Services Income & Business Income (Sole Trader)

Interest Received from Savings (Term Deposits, Bonus Saver Account, etc)

Foreign Source Income

Dividends received on Shares and Managed Fund Statements

Pension or Annuity Payment Summaries (Group Certificates)

Details of any Capital Gains Tax Asset Sales (e.g. Shares and Real Estate).

Income from Trusts and Partnerships (Distribution Statements)

Lump Sum and Termination Payments – All documentation should be provided including an ETP Payment Summary from the Employer or Fund

Any other income: (Please specify below)

Deductions

Motor Vehicle Expenses (Business Kilometers, Logbook (if using the logbook method) Purchase Details)

Work related Protective Clothing and Uniform Expenses

Subscriptions (Union Membership, Professional Body Membership, Licensing, etc)

Cost of Managing Tax Affairs including litigation costs, ATO interest and other expenses

Income Protection Insurance Policy (Sickness and Accident Insurance)

Work related Travel Expenses (Airlines/Accommodation, Meals, Nights away, Incidentals, etc)

Tools, Equipment and New Assets (e.g. Laptops, iPads)

Work related Self Education Expenses (Course fees, Seminars, Conferences, Books, etc)

Donations of \$2 and over

Interest and Dividend Expenses (Bank fees, Margin Loan Interest, Investment Magazine Subscription, Financial Planning Fees)

Work Related Home Office Expenses (e.g. Mobile, Internet, Printing & Stationery, etc)

Additional super contributions including the notice of intent to claim from the super fund

Other Considerations

Dependant Children Details (*Full name, date of birth, taxable income if working*)

DVA Pension & Defence Force Medicare Levy Exemption Certificate

Plus any other document(s) you believe may be helpful in tax preparation

HECS, HELP, SFSS and PELS Debt Statement

If relevant, Spouse Taxable Income and Full Name (*Only if spouse is not also a client*)

If you are uncertain with any items that relate to your 2025 Individual Tax Return, do not hesitate to speak with your HSPlus Advisor.

Additional Notes:

Please Note: To ensure you obtain the maximum deductions you are entitled, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable supporting estimates