



# Holmans Accountants

INDIVIDUAL CHECKLIST - 2025 FINANCIAL YEAR

## CLIENT INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

### INCOME

#### 1. Salary & Wages

- ☐ Job Description - Has this Changed ?
- ☐ Allowances - If you received an allowance from your employer please advise the amount and what it was for.
- ☐ Lump Sum Payments - Please provide relevant details if an eligible Termination Payment was received

#### 2. Investment Income

- ☐ Interest Income - Please provide summary of annual interest received
- ☐ Managed Funds / EFT'S - Please provide Annual Tax Statements
- ☐ Dividends - Please provide summary of dividends received + associated dividend statements - **Note** dividends are included based on payment date
- ☐ Property - Please refer to our Holmans Investment Property Checklist.

*Note - The ATO does have the ability to match your records to Financial Institutions and review your income tax return if they are incorrect.*

#### 3. Capital Gains / Losses

*Did you buy or sell any significant assets last financial year - Property, Shares, managed funds, **CRYPTOCURRENCY?***

- ☐ Contracts - Purchase & Sale
- ☐ Settlement Statement - Purchase & Sale
- ☐ Associated Expenses - Legal Fees, Stamp Duty, Commission Etc.

*Note - Although, not actually sold, transferring funds from one cryptocurrency / share or ETF to another is actually considered a sale and purchase.*

*Note - The ATO now have access to records directly from the Wallets/Exchanges and use the information to cross check.*

#### 4. Other Income

- ☐ Foreign Income - Foreign Pensions, Dividends, Property
- ☐ Other Income - Royalties, Insurance Payments
- ☐ Share Economy Income - Uber, Airbnb or Similar
- ☐ Business Income - Please refer to or request a copy of the Holmans Business Checklist.
- ☐ Pension Payments - If you received any Superannuation or other pension payments, please provide annual tax summary

*Note - The ATO now have access to records directly from the platform providers and use the information to cross check.*

*Note - Even if you declare and pay tax on foreign income, it may still need to be disclosed here in Australia. The ATO undertakes significant data-matching programs in this area.*

#### Other Information

- ☐ Bank Details - If your bank details have changed, please call and provide your new details to our admin team.
- ☐ Spouse - If you have a spouse who completes their tax return elsewhere, please provide a copy of their 2025 ITR
- ☐ Child Support - If you paid child support last financial year, please provide details
- ☐ Zone Offset - If you lived in a remote area, please provide name of town and number of nights you lived there if not a full year.
- ☐ Foreign Assets - If you owned foreign assets which had a total value of \$50,000 AUD please provide details.

### EXPENSES

#### 1. Motor Vehicle

*If you used a Motor Vehicle for work-related purposes, please provide the following details for each vehicle:*

- ☐ MV Model and Registration
- ☐ Work Related Kilometers Travelled in Financial Year
- ☐ Work Related Use % - Logbook

*If you choose to use the logbook method, please provide invoices/ receipts the following costs*

- ☐ Fuel / Kilometers Travelled - If Electric Vehicle
- ☐ Registration & Insurance
- ☐ Repairs & Maintenance
- ☐ Interest
- ☐ Other Expenses

*Note: A valid logbook must be a written record of all travel kept for a representative and continuous 12-week period. The logbook and business %*

#### 2. Work Related Expenses - To Consider But Not Limited To:

*Please provide details & associated invoices for all applicable expenses.*

- ☐ Travel Expenses - Accommodation, Flights & Transport
- ☐ Uniforms / Laundry - Compulsory, Protective or Occupation Specific
- ☐ Phone - Please provide annual expense + work related %
- ☐ Internet - Please provide annual expense + work related %
- ☐ Professional Memberships & Registrations
- ☐ Union Fees
- ☐ Training & Seminars
- ☐ Supplies & Resources
- ☐ Office Expenses & Office Equipment
- ☐ Repairs & Maintenance - Equipment
- ☐ First Aid Course
- ☐ Home Office (Fixed Rate) - Please provide no. of hours worked + associated Logbook
- ☐ Home Office (Actual) - Please provide annual electricity expense + % dedicated office floor space

#### 3. Other Expenses

- ☐ Interest - Please provide interest summary associated to Investments
- ☐ Donations - Please provide details + copies of receipts.
- ☐ Tax Agent Fees - If not prepared by Holmans, please provide details
- ☐ Superannuation - Please provide a copy of the annual statement + 'Notice of Intent to Claim' form if a Personal Contribution was made
- ☐ Income Protection Insurance - Please provide copy of the annual statement

### CLIENT NOTES

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