

YEAR END SOLE TRADER BUSINESS CHECKLIST



Income

- ☐ Provide all income received for the full financial year.
- ☐ Include any cash received and not banked.
- ☐ Include any amount paid by services or goods instead of money.

Business-Related Expenses

- ☐ Motor vehicle expenses (diary of work-related kilometres or a logbook and all expenses):
 - If less than 5000kms please provide total business kilometres.
 - If more than 5000kms please provide a logbook for at least three months within the financial year including total kms travelled and business kms travelled. We will also require the amounts paid for the following items for the full financial year:
 - Fuel & oils
 - Repairs & maintenance (including tyres)
 - Insurance
 - Registration fees
 - Interest on finance or lease payments
- ☐ Travel expenses including meals and nights away from home for business, tolls, parking, flights, taxis, accommodation, or public transport.
- ☐ Electronic devices (phone, computer, laptop, etc.), Telephone and Internet costs for work purposes.
- ☐ Professional memberships, subscriptions, and union fees.
- ☐ Study/work at home hours in a separate home office.
- ☐ Details and receipts for home office expenses, including stationery and equipment.
- ☐ Fees for professional development courses and seminars, directly related to current employment at time of enrolment.
- ☐ Uniform costs where a registered, occupation specific or protective uniform is required.
- ☐ Provide any insurance details paid by the business including professional indemnity and public liability.
- ☐ If you have purchased any tools or equipment, please provide a description, an amount and date purchased where the individual item is more than \$300, and a total of all other tool and/or equipment purchases.

Other Expenses

- ☐ Tax return fee for previous year where you have used another agent.
- ☐ Investment expenses (e.g., bank fees, financial advisor fees).
- ☐ Income protection insurance.
- ☐ If you have made any superannuation contributions, we will require your acknowledgment of notice of intent to claim.
- ☐ Donations to registered charities including any school building funds.

Offsets/Rebates

- ☐ Details of any superannuation contributions for spouse.
- ☐ Spouse or De facto partner's income, date of birth and full name if GPAA do not prepare their return.
- ☐ Details of dependants, including their age, occupation, and income.
- ☐ Details of Private health insurance (if not provided on myGov).
- ☐ Bank account details where you would like the refund (if any) deposited.
- ☐ Previous year Tax Return if not prepared by GPAA can be required if you have any items on a depreciation schedule or carried forward losses.

*Please ensure you have complete records for the full financial year for all items you wish to claim.

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