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## **CHECKLIST FOR 2025 TAX RETURN PREPARATION**

PLEASE PRINT AND COMPLETE THE ATTACHED INFORMATION PAGES AND FORWARD TO OXFORD ACCOUNTING GROUP TOGETHER WITH OTHER DOCUMENTS REQUIRED TO HAVE YOUR TAXATION RETURN PREPARED OR BRING WITH YOU TO YOUR APPOINTMENT.

## 2025 TAX RETURN WORKSHEET/CHECKLIST

Name:		TFN:	
Address:			
Occupation:			
Email:			
Contact	Mobile:	Work:	Home:

### Income Details

#### Ordinary Income

*Supply group certificates and other payment advices.*

Yes

No

Wage & Salary Income	
Allowance, Benefits, Tips	
Reportable Fringe Benefits	Type: Super, Motor Vehicle or Other
Lump Sum Payments	Type: Super, Workcover, Insurance etc
Eligible Termination Payments	Type: Redundancy, Long Service Leave etc.
Superannuation Income Stream or Pension Annuity Payments	
Other Income	
Centrelink - Youth Allowance, Newstart, Sickness, Training or Other Allowance	
Centrelink - Parenting Payment ( Partnered or Single )	


#### Investment Income

*Details can be provided below. If you require more space please provide details on the additional worksheet at rear of checklist.*

Yes

No

Bank Interest Received	Summarise interest below, or provide bank statements.
Dividends	Summarise dividends below, or provide dividend statements.
P'ship & Trust Income	Provide distribution statement(s) from partnership or trust.
Rental Income	Refer Rental Summary Schedule


#### Bank Interest Received - Savings & Term Deposit Accounts

Bank Name	Interest Received Amnt	Withholding Tax Amnt
	\$	\$
	\$	\$
	\$	\$

#### Dividends Received

Company Name	Unfranked	Franked	Imputation Credit
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**PROVIDE DIVIDEND STATEMENTS WHERE POSSIBLE**

#### Other Income

*Provide details below or, if necessary, on the additional worksheet at the rear of checklist.*

Yes

No

Business Income	Provide full details of income & expenses.	
Capital Gains/(Loss)	Provide purchase and sale details of Assets Sold -	SHARES
	Provide purchase and sale details of Assets Sold -	PROPERTY
Foreign Income	Provide any documentation for evidence of Foreign Source Income.	
Other Income	Provide any documentation for evidence of other income received.	


# Motor Vehicle & Travel Expenses/Deductions Worksheet

## Motor Vehicle Expenses :

If you use your own vehicle for work purposes you may be entitled to claim the costs of running that vehicle.

Yes	No

## A) Cents Per Kilometre Method

Maximum of up to 5,000 km's.

Make & Model :			
Reg No :		No. Weeks	Total Annual Klms
Estimated Weekly Km's		X No of Weeks	
			Rate per Km
			\$ 0.88 \$
Reason/Purpose of use MV and Estimated Weekly kms business use travel x No of Weeks:			
[ Provide a brief description of work related MV travel ]			

OR

## CHECKLIST FOR 2025 TAX RETURN PREPARATION

### [ Log Books valid for 5 Years ]

Log book - Trips are required to be recorded for 12 consecutive weeks. All consecutive days must be show. Start & End of trip Odometer Readings, Date, Location From & To, and Breif purpose of trip must be recorded. You must Show Both "Business Use Kilometers" and "Private Use Kilometer" in the log book during that period. We need to sight the original or provide us with a copy of log book to be able to claim this method.

Odometer Reading at Start of log Period		A
Odometer Reading at End of log Period		B
Total Kilometers Travelled		C = A-B
Total Business Use Kilometers		D
Calculated Business Use %	%	D Divide by C

### PURCHASE DETAILS IF PURCHASE NEW VEHICLE IN CURRENT YEAR

Make & Model :	
Registration No :	
Date of Purchase :	
Purchase Amount \$	

Expense Item - Amount of Spend	Amount Spent \$	
Fuel ( Actual Spend Amount )	\$	If you have kept Fuel Reciepts - provide actual cost per your records
Fuel ( Estimated Spend Amount )	\$	If you have NOT kept Fuel Reciepts - We will Calculate fuel Costs
Insurance	\$	Supply Copy of Registration Payment Invoice
Registration	\$	Supply Copy of Tax Invoice
Repairs & Maintenance / Services	\$	Supply Copies of Receipts
Tyres	\$	Sypply Copies of Reciepts
Other Related Car Costs	\$	Supply copies of Tax Invoices

Was the Vehicle Financed?	Yes	No

[ Provide finance/Lease documents for Interest Claims ]

NOTE: If you have not maintained a proper log book as required, you will NOT be able to use this method. MUST USE Cents per KM

## Other Travel Expenses :

Domestic or overseas travel including airfares and accommodation.

Yes	No

Description & Purpose of Travel:		
Citylink Tolls:	Percentage Work Related:	%

Please provide substantiation documents to support claim: Air Fare, Accomodation & Other related costs Tax Invoices

# Other Work Related & Investment Expenses/Deductions Worksheet

Yes No

## Uniform Expenses: Protective Clothing, Corporate Wardrobe, Occupation Specific Clothing

Description of Clothing:	Amount \$	Yes	No
> Home/Laundry [ \$150 Maximum Claim Amount ]	\$		
> Dry Cleaning - Receipt Amount Only	\$		

## Self Education Expenses: Must relate to Employment Income Activity.

Course Name & Details:	Amount \$	Yes	No
> Course Fees	\$		
> Books & Stationery	\$		
> Aids, Tools and Equipment required for learning	\$		
> Travel Costs - Public transport travel costs	\$		

[ If use MV to travel to school direct from work, provide details - Cents per km method max Kms 5,000]

Eng Cyl TICK BOX

Make & Model:	Reg No:	Total Kms		
Actual or Est Kms per week:	X	No of Weeks :	=	

## Other Work Related Deductions:

	Amount \$	Yes	No
> Union Fees	\$		
> Memberships & Associations Name(s):	\$		
> Memberships & Associations Name(s):	\$		
> Memberships & Associations Name(s):	\$		
> Mobile Phone Bus Use: Average Monthly Cost	X	% Work Use	\$
> Diary & Misc Stationery	\$		
> Computer Consumables : Costs Incurred	\$	X	% Work Use
> Capital Item for Depreciation Over \$300 ( Supply Copy of Invoice )		% Work Use	\$
> Home/Office Use: Hrs per week	Hrs	X	No of Weeks: @ .70cph
(must be supported by timesheets/diary/log)			\$
(Note: Home office hours must be supported by diary or time sheets)			\$
> Other Item 3 ( Supply Details )	\$		
> Other Item 4 ( Supply Details )	\$		

## Investment Deductions ( Non-Work Related ):

Amount \$ Yes No

> Investment Deductions - Interest Paid on Bank or Other Loans to Purchase Shares

Loan - Bank or Other Financial Institution	Bank	Loan Acc No:	\$	
Loan - Margin Lending			\$	

> Tax & Accounting Fees

Tax Fee

Other Tax& Accounting Fees - WTV S1515

\$		
\$		

> Gift or Donations

Charity Names: \_\_\_\_\_

Charity Names: \_\_\_\_\_

Charity Names: \_\_\_\_\_

Charity Names: \_\_\_\_\_

Charity Names: \_\_\_\_\_

\$		
\$		
\$		
\$		
\$		

> Income Protection Insurance

Yes

No

Insurer Name:	Policy No:	\$		
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Note: Income Protection Cover paid via Superannuation Fund - NOT TAX DEDUCTIBLE

## Spouse Details

SPOUSE Name:

Spouse D.O.B

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Taxable Income 2025 Year

\$

**Spouse Taxable Income ( Actual from Spouse Tax Return or Estimate as Guide Only ) Required where Oxford is not preparing your SPOUSE Tax Return. Otherwise you may leave BLANK**

Number of Dependant Children Aged under 21 in full time education

### Private Health Cover

> **Tax Offset**

If you paid PHC premium and NOT claimed the Rebate as a premium reduction during the year, you may be eligible to a Tax offset at tax time dependant on your taxable income. You **MUST** provide a copy of the year end Statement.

Yes

No

> **1%-1.5% Surcharge**

If you are not covered by any Private Health Cover Insurer, and your taxable Income is over the thresholds listed below, a surcharge of between 1% to 1.5% of your taxable Income will be payable per table below.

#### Income Thresholds

Single Person ( No Dependants)

Single with dependant & Families

**Surcharge Rate**

\$99,000 or Less	\$97,001 - 113,000	\$113,001 - 151,000	\$151,001 or more
\$194,000 or Less	\$194,001 - 226,000	\$226,001 - 302,000	\$302,001 or more
0%	1%	1.25%	1.50%

## SPOUSE SUPER / DEPENDANT REBATES

**Spouse Super (T3)**

Did you make a contribution to Super on behalf of your spouse?

Provide Proof of Contribution document & amount Paid

Max Rebate is \$540 if the sum of spouse assessable income

Reportable Fringe Benefit & Superannuation is less than \$40,000.

Yes

No

## ATO HECS / HELP DEBT DETAILS

Do you have a  
HECS/HELP  
DEBT?

If yes please provide the amount owing to ATO as at 30th June.  
or HECS/HELP Debt from ATO

Yes

No

HECS/HELP Amount

\$

### Additional Information Worksheet

[Please provide brief details of any information you may feel is important to bring to our attention that may affect the preparation of your Income Tax Return ]

[illegible]

**Note: If more than one property please copy this schedule and provide details separately.**

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> *Copy of Contract of Sale*  
> *Settlement Statement and Statement of Adjustments - Received from solicitor at settlement.*  
> *Disbursements Statement - Received from Bank at settlement.*

*These items will provide information relevant for calculation of Borrowing Cost Deductions / 5 Year claim / and also information for future calculation of Capital Gains or Losses on sale/transfer of property.*

## CHECKL Rental Income

*Please provide monthly statements or annual rental summary  
from managing agents.*

### ***Provide the Following Documentation & Information***

- [illegible]

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