



INCOME TAX DETAILS

Year Ended 30 June 2025

This document has been designed to assist you with your annual Income Tax Return preparation. Please complete the attached pages and return to our office with any supporting documents.

PERSONAL DETAILS

Title		Surname	
Given Names		Preferred Name	
Date of Birth		Place of Birth	
Tax File Number	Please call our office to provide verbally	Director ID (If Applicable)	Please call our office to provide verbally
Mobile Number		Home/Other Contact	
Occupation		Industry	
Residential Address			
Postal Address			
Email Address			

TAX REFUND

Bank Details ☐ Please call our office to provide verbally ☐ Account Name ☐ Bank ☐ BSB ☐ Account Number

SPOUSE DETAILS

Title		Surname	
Given Names		Preferred Name	
Date of Birth		Occupation	
Tax File Number	Please call our office to provide verbally	Taxable Income	
Mobile Number		Home/Other Contact	

NOTE: Please provide this information if Kennas Chartered Accountants do not prepare your spouse's tax return.

DEPENDANT DETAILS

Number of Dependent Children



YEAR END CHECKLIST

30 June 2025

INDIVIDUALS INCOME	YES / NO	ATTACHED	COMMENTS
SALARY & WAGES - Did you receive any salaries or wages from an employer? Please provide copies of PAYG Payment Summaries.			
INCOME FROM OTHER SOURCE (Business income please refer to Business Schedule) - Including Government Pensions, Government Assistance, Superannuation Pensions etc. Provide details and amounts.			
BANK INTEREST (Business income please refer to Business Schedule) - Did you earn interest on any personal bank accounts during the year? Provide a summary of interest received indicating if accounts are jointly owned.			
BANK LOANS - Did you have any bank loans in existence during the year which were for investment purposes? Please provide copies of bank statements.			
DISTRIBUTIONS FROM TRUSTS / PARTNERSHIPS / MANAGED FUNDS - Did you receive any income from trusts or partnerships or managed fund during the year? Please provide Annual Tax Statements or notifications of Trust/Partnership distributions.			
DIVIDENDS RECEIVED - Did you receive any dividend income during the year? Please provide copies of any dividend advice slips.			
FOREIGN INCOME - Did you receive any income from foreign sources during the year? Please provide full details.			
CAPITAL GAINS - (Have you sold / gifted / disposed of any property, shares, other investments?) Please provide full details.			
RENTAL PROPERTIES - Did you receive any rental income from property during the year? Please download and complete the Rental Property Schedule or request a schedule from your Kennas Accountant.			
PROPERTY ACQUISITIONS - Have you purchased or sold property during the year? Please provide copies of all documentation including contract, settlement letter, apportionment if any and details of any borrowings.			
INDIVIDUALS OTHER	YES / NO	ATTACHED	COMMENTS
ZONE - Did you live/work in a remote or isolated are of Australia during the year? Please provide details of area and time period.			
DEPENDENT SPOUSE - Did you have a dependant spouse during the year? If not full year, indicate time period.			
SUPERANNUATION CONTRIBUTIONS FOR SPOUSE - Did you make a superannuation contribution on behalf of your spouse? If so, how much?			
PRIVATE HEALTH INSURANCE - Do you have Private Health Insurance? Please provide health fund Annual Statement.			



YEAR END CHECKLIST

30 June 2025

INDIVIDUALS INCOME DEDUCTIONS (do not include any expenses paid by Salary Sacrifice)	YES / NO	ATTACHED	COMMENTS
ACCOUNTING & TAXATION FEES – If you used another tax agent, please provide a copy of the invoice or a summary with agent's name and amount.			
MOTOR VEHICLE TRAVEL – (travel between places of employment) Please provide the following details: km's travelled / vehicle / engine capacity / registration number Based on Log Book / Diary / Other (please supply relevant details)			
EMPLOYMENT RELATED EXPENSES – (e.g. tools, uniforms, protective clothing/sun protection, union fees, home office costs, travel expenses, self-education, membership etc.) If yes, provide receipts or a summary with a description of expenses and amount.			
PERSONAL SICKNESS / ACCIDENT INSURANCE / INCOME PROTECTION INSURANCE – Have you paid premiums for these insurances? Please provide the Taxation Record for each policy.			
PERSONAL SUPERANNUATION CONTRIBUTIONS – Did you make a contribution to a Superannuation fund for yourself? Please provide the acknowledgement letter from the super fund if you are claiming a tax deduction.			
INVESTMENT RELATED EXPENSES – (Include Margin Loan Interest, Financial Planning Advice etc.) Please provide a summary with a description of the expenses and the amount or copies of statements/invoices.			
DONATIONS – If yes, provide a summary with a description and amount(s) or copies of receipts.			
DO YOU HAVE AN OUTSTANDING HELP/SFSS DEBT – Please provide your Schedules from the Tax Office.			



YEAR END CHECKLIST

30 June 2025

BUSINESS (Only complete if you are operating a business)	YES / NO	ATTACHED	COMMENTS
CASHBOOK – Have you recorded your business data using a cashbook? If yes, provide your reconciled manual cashbook or a backup of your electronic accounting file.			
DEBTORS – (Customers who owe you money) Did any of your customer owe you money at 30 June? Provide details & amounts			
BANKS – Did you have any takings on hand, but not banked at 30 June? Provide details & amounts			
LAY-BUYS – Have you received any cash takings on laybys existing at 30 June? Provide details & amounts			
CREDITORS – Did you have suppliers you owed money at 30 June? Provide details & amounts			
SCRAPPED ASSETS – Did you scrap any depreciable items during the year? Provide item details (including item asset number from depreciation schedule) and date scrapped.			
ASSETS PURCHASED, SOLD OR TRADED IN – Did you purchase, sell or trade in any depreciable items during the year? Provide item details, date purchased, sold or traded in & sales price.			
ASSETS READY FOR USE – Were all assets purchased, ready for use by 30 th June? If not, please provide details.			
STOCK ON HAND – (Primary producers, refer question below) Did you conduct a stocktake at 30 June? Provide a list showing total Stock on Hand, excluding GST.			
PRIMARY PRODUCTION STOCK – Did you have primary production stock at 30 June? Download and complete our trading stock schedule and provide details of any grain or wool on hand at 30 June.			
WAGES – Did you pay wages to employees during the year? Provide a copy of the yearly wages reconciliation from your PAYG Payment Summaries.			
BANK INTEREST – Did you pay receive any interest on business bank accounts during the year? Please provide copies of bank statements.			
BANK LOANS – Did you have any business bank loans in existence during the year? Please provide copies of bank statements.			
NEW LOANS OR LEASES – Have you taken out any new loans or leases during the year? Please provide copies loan documentation or lease agreements.			



YEAR END CHECKLIST

30 June 2025

BUSINESS continued.... (Only complete if you are operating a business)	YES / NO	ATTACHED	COMMENTS
MOTOR VEHICLE – Do you use a car in your business? Please provide the following details: km's travelled / vehicle / engine capacity / registration number If you have kept a logbook in the last year, please provide a copy. NOTE: logbooks must be maintained every 5 years if using the log book method.			
PROPERTY / BUSINESS ACQUISITIONS – Have you purchased or sold property or a business during the year? Please provide copies of all documentation including contract, settlement letter, apportionment if any and details of any borrowings.			
DISASTER RELIEF PAYMENT – Have you received a disaster relief payment during the year? Provide details and amounts.			
FARM MANAGEMENT DEPOSIT – Have you deposited or withdrawn monies from a Farm Management Deposit during the year? Please provide copies of statements.			