

CLIENT INFORMATION BOOKLET 2025



The Accountant's Office Pty Ltd

Setting You On The Right Course

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Important Information

TAX REFUNDS

Your refund will be paid directly into your bank account from the ATO. Please provide BSB and Account Numbers prior to your return being lodged to avoid delays.

DROP N GO RETURNS

These returns are being processed by our Accountant and our aim is to complete them within a few days of receiving them. During August our processing time slows down due to the enormous demand placed on our Accountant during this month. We appreciate your patience if there is a delay. We always aim to process them quickly for you whilst aiming to get the maximum refund for you.

OVERDUE TAX LODGEMENTS

The Tax Office (ATO) is warning those who have not lodged Income Tax Returns on time to do so or face the consequences. One method the ATO implemented in November 2012 is that the ATO will issue a warning and if the Return is not lodged within 21 days, then the ATO will make up a Return and lodge that for you. This may result in a substantially lower refund or a massive tax bill.

Accountants and Tax Agents are also being penalised if their clients have overdue Returns.

BUILDING INDUSTRY CRACKDOWN

July 2012 was the commencement of the ATO and other Agencies cracking down on the Building Industry where a Tradesman does not declare income. All Clients in the Industry have to report the income paid to other Tradesman. This Report is to be completed in July of each year and submitted to the ATO. In 2018 this was extended to the Cleaning and Transport Industries.

COPY OF DOCUMENTS

If you require copies of your NOA or your return at a later date there will be a minimum charge of \$20 to cover costs of retrieval from the files. Please note when applying for finance of this cost should you need these documents. This has been implemented as many Clients do not maintain their own records and rely on staff to constantly provide this information although it is available on your mygov.

Important Information

IDENTIFICATION

As of July 2023, new government measures were introduced to help prevent identity fraud and ensure that tax refunds are not claimed by someone else using your details. To comply with these rules, tax agents are now required to verify your identity before lodging your return.

To complete this verification, you will need to provide:

- A copy of your driver's licence
- Your Medicare card
- A bank statement showing your BSB, account number, and your full name on the same page

This is typically a one-time requirement, unless your personal details change in the future (such as a new name or address).

Please note: Accountants are legally obligated to verify identity before proceeding with a tax return. Failure to do so may lead to serious penalties under current regulations. We appreciate your understanding as we work to protect your identity and comply with the latest government standards.

Keep Up To Date With Your Return

Once your tax return has been lodged, you can easily track its progress and view the outcome through your myGov account.

Log in at my.gov.au, go to the linked ATO service, and select “Income Tax” followed by “Lodgements”.

From there, you'll see the status of your return — whether it's been received, is being processed, or has been finalised. Once processed, you'll be able to view your Notice of Assessment, which outlines your refund or amount owing.

This is a convenient way to stay informed without needing to contact the ATO directly.



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Setting You On The Right Course

2025 Year-end Checklist for Individual Tax Returns

The Tax laws impose substantial penalties where income is understated or where expenses claimed for tax purposes cannot be sustained with documentary evidence, such as receipts, etc.

It is recommended that you utilise this checklist to ensure you have all necessary documents ready before making your appointment or completing a Drop n Go. To avoid delays, you must provide all relevant receipts and documentation upfront. Chasing missing information slows down the process for everyone and impacts our ability to lodge returns efficiently.

INCOME (Some but not all is available via the ATO)

- Group Certificates (PAYG Summaries)
- Centrelink Income for New Start, Youth Allowance, Pensions
- Statements and Correspondence relating to Private Pensions/Allocated Pensions and Annuities.
- Interest received from all sources on Bank Accounts, Building Societies, Credit Unions, Term Deposits etc. Check to ensure you have not closed an account throughout the year.
- Dividend Statements for all shares.
- Income from Managed Funds – Annual Summaries are required from each Fund Manager.
- Capital Gains (refer below for more information)
- Insurance Proceeds from Income Protection Insurance
- Superannuation and Eligible Termination Payment Statements, where you have received ETP from an employer the actual statement is required.

DEDUCTIONS

- Motor Vehicle Expenses – details of travel, log book, and receipts for expenses (where log book method is used) otherwise 5000km max claim.
- Travel – Overseas and Interstate business travel – airfares, taxis, accommodation, and meals.
- Corporate uniforms and protective clothing – receipts for cost and maintenance.

WORK DEDUCTIONS

- Depreciable assets acquired and dates purchases i.e. tools, laptops, computers
- Union fees and subscriptions
- Work-related travel and accommodation



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- Meal allowances
- Income protection insurance
- Donations
- Any other expenses that you have incurred in earning your income that you consider could be tax deductible – we shall evaluate and advise on the deductibility or otherwise of such expenses.

SPECIFIC WORK DEDUCTIONS

- Books and publications
- Stationery and requisites
- Tools of trade
- Sunscreen products or hand cream (certain industries only)
- Computers and Software
- Seminars and Conferences

OTHER

- Spouse – Date of birth and income earned from employment, investments etc.
- Dependent children.
- Private Health Insurance – Statement from your fund as evidence of membership and tax offset entitlement.
- Details of any superannuation payments made for non-working spouse.
- Last year's Tax Agent fee also distance traveled to appointment.

TAFE & UNI EXPENSES (COURSE DESCRIPTION AND HOW IT RELATES TO EMPLOYMENT IS REQUIRED)

- Telephone, mobile telephone & internet access.
- Books and publications.
- Stationery and requisites.
- Tools of trade.
- Computers and Software.
- Student levies TAFE and UNI fees as well as HECS/HELP.
- Parking fees and distance traveled either from home or work to TAFE or UNI.
- A briefcase or carry bag for studies.
- Refreshments during class breaks



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2025 Year-end Checklist for Rental Tax Returns

CAPITAL GAINS TAX – RENTAL PROPERTY

- Purchase paperwork.
- Sale paperwork.
- Stamp Duty on purchase.
- Cost of additions and alterations.
- Real estate agent and auctioneer commission.
- Other sale costs.

RENTAL PROPERTIES

- Address of property
- Purchase price and date of purchase
- Date started renting
- Was property rented for a full year
- Was investment loan renegotiated
- Rental statement from Real Estate Agent
- Home loan statement
- Loan contracts and agreements
- Quantity surveyor's reports

RENTAL DEDUCTIONS

- Body corporate fees
- Advertising for tenants
- Council rates and land tax
- Gardening and clearing
- Insurance
- Pest control
- Repairs and maintenance
- Stationary, telephone, post
- Water rates (ensure that the Agent gets a copy to claim back from tenant)