



# BUSINESS INCOME CHECKLIST

-INDIVIDUAL

## BUSINESS INFORMATION

Client Name	
Business Name	
ABN	
Business Address	
Business Industry	

## BUSINESS INCOME & EXPENSES

	Applicable YES/NO	Docs Attached YES/NO	No. of Docs Attached
<b>INCOME</b>	Provide income details. (\$)		
	Was more than 80% of this income derived from 1 customer? (e.g. were you contracting to a business)		
	Are you registered for GST. If yes, are your BAS returns up to date?		
<b>EXPENSES</b>	<b>Attach a breakdown of expenses.</b> ★Providing a total for each item. ▾ (E.g.) ▶ Telephone \$250 ▶ Materials \$500  <b>Not just a total of all expenses.</b>		
	Have you kept a vehicle logbook? <b>If yes:</b> ☑ • What business %? • Provide expense details  <b>If no:</b> ☒ • How many kilometers did you travel?		
	Did you purchase any equipment?		
	Provide your prior years tax returns if not prepare by us (for depreciation details.)		
	<b>Other - Give details</b> ..... .....		