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|  | **Business Tax Return Checklist** | **Yes** | **No** | Amount $$ |
| **Income** |
| **1.** | **Is your business registered for GST?**If so make sure all end of year figures to be used in your tax return are exclusive of GST. | [ ]  | [ ]  |  |
| **2.** | **Does your business earn income from providing a service?**If more than 50% of your income was from providing your labour, skills or expertise then you are a service based business.If you answer no here, go to question 10. | [ ]  | [ ]  |  |
| **3.** | **For more than 75% of your income are you paid to achieve a specific result?**Are you paid to complete a job or paid by hour/day/week? | [ ] [ ]  | [ ] [ ]  |  |
| **4.** | **Are tools and equipment necessary to complete your work?****If so do you supply them?** | [ ] [ ]  | [ ] [ ]  |  |
| **5.** | **Are you liable for correcting any defects in your work?**  | [ ]  | [ ]  |  |
| **6.** | **Did you receive 80% or more of your income from one source?** | [ ]  | [ ]  |  |
| **7.** | **Are your sources of income related?**They are related if they are associated with each other or with you.**Did you receive the income as a result of directly offering it to the public?**By advertising or word of mouth. | [ ] [ ]  | [ ] [ ]  |  |
| **8.** | **Did you employ an apprentice for at least 50% of the year?****Did you have employees or subcontractors perform at least 20% of the principal work?**Principal work is the work that produces the income, not support work like administrative duties. | [ ] [ ]  | [ ] [ ]  |  |
|  |  |  |  |  |
|  | **Business Tax Return Checklist** | **Yes** | **No** | Amount $$ |
| **Income** |
|  **9.** | **Did you have business premises separate from your private residence and from your clients business address?** | [ ]  | [ ]  |  |
| **10.** | **How much was your income for the year?**Total the amount and make sure if you are registered for GST to repost the amount exclusive of GST. | [ ]  | [ ]  |  |
| Deductions |
| **11.** | **What expenses did you have for the year?**These could include, but are not limited to, the following:Accountancy fees, advertising, bank charges, equipment purchases, cleaning costs, computer expenses, contractor payments, electricity, fees & charges, hire of equipment, insurances, interest, licences & memberships, materials, motor vehicle – (fuel, rego, insurance, repairs), printing & stationery, protective clothing, repairs & maintenance, replacement tools, staff amenities, superannuation, telephone, travel expenses, purchases of trading stock.**Once identified total the amounts for the year in their respective categories.** | [ ]  | [ ]  |  |
| **12.** | **Did you have any large asset purchases?**This is any asset over $300 per item. If so list each items purchase date and value. | [ ]  | [ ]  |  |