

INDIVIDUAL TAX RETURN CLIENT CHECKLIST

2025-26 income year

Bell partnership

Please complete this fillable checklist and attach supporting records for your 2025-26 income tax return. Information reported to the ATO is commonly pre-filled, but it must still be checked for completeness and accuracy. Keep records supporting your claims for the required period (generally five years).

1. CLIENT DETAILS

First name		Family name	
Date of birth		Mobile	
Email address			
Residential address			
Postal address (if different)			
Was your residential or postal address different at any time during 2025-26?	☐ Yes	☐ No	
Were you an Australian resident for tax purposes for the full year?	☐ Yes	☐ No	
Did your name, marital status or contact details change during the year?	☐ Yes	☐ No	

2. SPOUSE AND DEPENDANTS

Spouse first name		Family name	
Spouse DOB		Number of dependant children	
Spouse taxable income (estimate if not yet known)	\$		
Spouse reportable fringe benefits amount	\$		
Spouse reportable employer super contributions	\$		
Spouse net investment loss (if any)	\$		
Child support paid by you during 2025-26	\$		

3. REFUND AND PAYMENT DETAILS

The ATO pays refunds by electronic funds transfer. Please provide an Australian bank account held in your name or jointly held. Check these details carefully.

Account name			
BSB		Account number	

Bell Partnership will issue your invoice separately.

Preferred contact method ☐ Email ☐ Phone ☐ SMS

INCOME CHECKLIST

2025-26 income year - employment, government and super income

Most employers now report through Single Touch Payroll. Your income statement is available through myGov and to your registered tax agent once it is marked Tax ready. Provide any payment summary that is not available electronically.

4. EMPLOYMENT INCOME

Did you receive salary, wages, allowances, commissions, bonuses, tips or director fees?

☐ Yes

☐ No

Main occupation

Employer / payer	Type of income or allowance	Not pre-filled?

Did you receive lump sum payments in arrears, redundancy, leave payouts or an employment termination payment?

☐ Yes

☐ No

Attach the ETP payment summary or details if not pre-filled.

5. GOVERNMENT, PENSION AND SUPER INCOME

☐ Australian Government payments or allowances (for example JobSeeker, parenting or carer payments)

☐ Australian Government pensions or annuities

☐ Australian superannuation income stream or annuity

☐ Superannuation lump sum or death benefit payment

☐ First Home Super Saver scheme payment

Details or amounts not pre-filled

6. STUDY AND OTHER LOAN BALANCES

Do you have an outstanding HELP, VSL, SSL, TSL, SFSS or AASL debt?

☐ Yes

☐ No

Type of loan / notes

Did you receive a debt repayment or overseas levy notice during the year?

☐ Yes

☐ No

INVESTMENT AND OTHER INCOME

2025-26 income year

7. INTEREST, DIVIDENDS AND MANAGED INVESTMENTS

Bank / company / fund	Account or investment description	Ownership %	Statement attached?

☐ I participated in a dividend reinvestment plan (DRP).

☐ Tax was withheld because a TFN was not quoted.

8. TRUSTS, PARTNERSHIPS AND EMPLOYEE SHARE SCHEMES

☐ Trust or partnership distributions - attach each annual tax statement.

☐ Employee share scheme interests or discounts - attach the employee share scheme statement.

Entity / employer details

9. RENTAL PROPERTY

Did you own or have an interest in an Australian or overseas rental property during 2025-26?

☐ Yes

☐ No

Complete the Rental Property Schedule on page 6 for each property. Attach the agent annual statement, loan interest statement, council/water rates, insurance, repairs and other relevant records.

10. CAPITAL GAINS, CRYPTO AND ASSET DISPOSALS

☐ Shares, units, managed investments or employee shares sold or transferred

☐ Property or land sold, transferred or otherwise disposed of

☐ Cryptocurrency or digital assets sold, swapped, gifted or used to buy goods/services

☐ Collectables, personal use assets or other CGT assets disposed of

Complete the Capital Gains and Crypto Schedule on page 7 and attach purchase/sale contracts and transaction reports.

11. FOREIGN INCOME, ASSETS AND RESIDENCY

☐ Foreign employment, pension, interest, dividends, trust, business or rental income

☐ Foreign tax paid or withheld

☐ Foreign assets or property with a total value of AUD \$50,000 or more at any time

☐ Moved into or out of Australia, or changed tax residency during the year

Country / income details

BUSINESS AND WORK-RELATED DEDUCTIONS

2025-26 income year

12. SOLE TRADER, CONTRACTOR AND SIDE-HUSTLE INCOME

Did you earn income through an ABN, contracting, gig work, online platforms, cash jobs or a side business?

☐ Yes

☐ No

Business / activity description

ABNAccounting software / records

☐ Registered for GST

☐ Personal services income (PSI) may apply

☐ Income reported by a digital platform or Taxable payments annual report

Business income and expenses summary / attachments

13. WORK-RELATED CAR EXPENSES

2025-26 rate: 88 cents per km

Did you use your own car for work-related travel (excluding normal home-to-work travel)?

☐ Yes

☐ No

☐ Cents per kilometre method - up to 5,000 work-related kilometres per car.

Work-related kilometresHow calculated / typical trips

☐ Logbook method - attach a valid 12-week logbook and vehicle expense records.

Business use %VehiclePurchase date / cost

Expense	Amount	Expense	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$

14. OTHER WORK-RELATED EXPENSES

Category	Description / calculation	Amount
		\$
		\$
		\$
		\$
		\$
		\$

HOME OFFICE AND OTHER DEDUCTIONS

2025-26 income year

15. WORKING FROM HOME

Fixed rate for 2025-26: 70 cents per hour

Did you work from home and incur additional running expenses? ☐ Yes ☐ No

☐ Fixed rate method - provide a record of the actual hours worked from home for the full year.

Hours worked from home Record type / location

☐ Actual cost method - attach calculations and supporting bills/records.

Office equipment and furniture over \$300 may need to be depreciated separately.

16. OTHER DEDUCTIONS

Deduction category	Details	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

17. SUPERANNUATION CONTRIBUTIONS AND OFFSETS

☐ Personal super contributions claimed as a deduction - attach the fund acknowledgment of your valid notice of intent.

☐ Super contributions made for your spouse.

Fund name Amount

Member / policy number

RENTAL PROPERTY SCHEDULE

Complete one schedule for each property - duplicate this page if needed

18. PROPERTY DETAILS

Property address			
Ownership %		Date acquired	
Date first available for rent		Days available for rent	
Weeks rented		Weeks used privately	
Managing agent			

19. RENTAL INCOME

Gross rent received	\$	
Insurance or other reimbursements	\$	
Other rental-related income	\$	

20. RENTAL EXPENSES

Expense category	Amount	Expense category	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

21. LOAN, REPAIRS AND CAPITAL WORKS

Loan lender and account reference			
Loan balance at 30 June 2026		Interest charged	
Repairs and maintenance - describe each item and date			
Capital improvements / renovations - describe and provide invoices			

CAPITAL GAINS AND CRYPTO SCHEDULE

Complete for assets sold, transferred, gifted, swapped or otherwise disposed of

Provide purchase and sale contracts, broker statements, legal fees, stamp duty, improvement costs, ownership percentages and any prior-year capital losses. For crypto, attach a complete transaction report covering all wallets and exchanges.

22. ASSET DISPOSALS

Asset / token / property	Date acquired	Date disposed	Proceeds / market value	Cost base available?
			\$	
			\$	
			\$	
			\$	
			\$	

23. COST BASE AND TRANSACTION DETAILS

Asset reference	Purchase cost	Incidental costs	Improvements / other costs	Ownership %
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

24. CRYPTOCURRENCY AND DIGITAL ASSETS

☐ I used one or more cryptocurrency exchanges.

☐ I used private wallets / DeFi / staking.

☐ Complete transaction report attached (including transfers between wallets).

Exchanges / wallets / software

Prior-year losses / other notes

FINAL CHECKS, NOTES AND DECLARATION

2025-26 income year

25. PRIVATE HEALTH, MEDICARE AND OTHER INFORMATION

- ☐ Private health insurance held during the year - confirm details are pre-filled or attach a statement if not.
- ☐ May be entitled to a full or half Medicare levy exemption - attach supporting evidence.
- ☐ Held overseas visitor or overseas student health cover.
- ☐ May be eligible for the seniors and pensioners tax offset.
- ☐ This is a final return or includes deceased estate-related information.

26. ATTACHMENT CHECKLIST

- | | |
|---|--|
| ☐ Income statements / payment summaries not pre-filled | ☐ Work-related expense receipts and calculations |
| ☐ Dividend, managed fund, trust and partnership statements | ☐ Personal super contribution notice acknowledgment |
| ☐ Rental property statements and expense records | ☐ Foreign income and foreign tax documents |
| ☐ Share, property and crypto disposal records | ☐ Other relevant records or schedules |

27. ADDITIONAL INFORMATION

Please note anything unusual, uncertain or not covered elsewhere

28. CLIENT DECLARATION

I confirm that the information supplied is complete and accurate to the best of my knowledge. I understand that Bell Partnership will rely on this information and the supporting records provided when preparing my income tax return. I authorise Bell Partnership to contact me if further information is required and to send documents electronically to my nominated email address.

Client name

Date

Typed signature / initials

- ☐ I agree to the declaration above.

Current as at August 2026. Key 2025-26 references used: 88 cents per kilometre (maximum 5,000 work-related km per car); 70 cents per hour fixed-rate method for working from home; private health information is generally pre-filled and should be checked.