**ABN TAX RETURN CHECKLIST**

**个体户报税清单**

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| **Form 1 ：Basic Information Sheet**  **基本信息表**  \*All your information will be safe and confidential  **\*您提供的所有信息我们都会进行保密** | |
| Legal Name 姓名 |  |
| Date of Birth 出生日期 |  |
| TFN 税号 |  |
| ABN 澳洲商业编号 |  |
| If registered GST  是否注册了GST | *(if any, make sure BAS / annual GST return lodged before conducting tax return)*  *(如果是，请确保报税前已申报活动报表*) |
| Main Business Activity:  主要从事的业务 |  |
| Business Address:  商业经营地址 |  |
| Residential Address:  个人住址 |  |
| BSB:  银行BSB码 |  |
| Account Number:  银行账户号码 |  |
| Copies of each of Business Activity Statements sent to the Australian Taxation Office, if held  本财年已提交澳洲税务局的商业活动报表电子文件/复印件 ( 如果有) | *Please provide if any*  *如果有请单独提供* |
| Do you have any previous carry forward non-commercial loss?  请问是否有之前未使用的ABN损失？ | *If yes, please provide which financial year you actually occurred.*  *如果有，请告知是哪个财年产生的* |

I， , authorise Solution In to add me to its tax agent portal.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Form 2 ：个体户商业收入和花费**  ***注意：仅填写商业活动的花费，不包含非商业活动的花费***  ***（Under ABN only ）****please do not include expenses for your TFN job* | | | |
| **Items (if any)**  **项目（如果有）** | **Amount**  **(incl GST)**  **金额（含增值税）** | **Business related %**  **商用比例** | **Invoice (Y/N)**  *Please provide if Y*  **是否有发票**  *-****如果有，请提供*** |
| **ABN Income商业收入** | | | |
| Business Income: 商业收入  *(Please also provide Bank statement if any)*  *（如果有银行账单，请提供）* |  | N/A  不用填 |  |
| Bank Interest Income of Business Account:  商业账户的银行利息收入  *(If maintain a separate account for business)*  *（如果单独有商业账户）* |  | N/A  不用填 |  |
| **Business Expense商业花费** | | | |
| Cost of Goods Sales: 销售成本  （ *进货/原材料花费）* |  | N/A  不用填 |  |
| Bank Fees: 银行账户费  *(If maintain a separate account for business)*  *（如果单独有商业账户）* |  | N/A  不用填 |  |
| Commissions, licensing or service fees to the platform. 支付给平台的佣金、牌照费或服务费  *(i.e. uber fees例如：优步司机付给平台的费用*） |  | N/A  不用填 |  |
| Car km travelled 商业活动每周用车公里数：  *(if use 5000 km method， 如果用5000公里上限法)* | km / week | Must related to business | N/A  不用填 |
| Home office: 每周在家办公小时数 | hours / week | N/A  不用填 | N/A  不用填 |
| Laundry expenses (logoed uniform)  洗衣费用（带有徽标的制服）  *（一周洗制服几次？）* | Times/ week | N/A  不用填 | N/A  不用填 |
| Mobile Phone Bills： 每月的话费 | $ / Month | % |  |
| Internet: 每月的网费 | $ / Month | % |  |
| Computer/ Laptop: 工作相关电脑的日期和价格  (purchase date & price) |  | % |  |
| Mobile: 工作手机的日期和价格  *(purchase date & price)* |  | % |  |
| Other equipment and tools:  购买其他设备或者工具的名字、日期和价格  *(item name, purchase date & price)* |  | % |  |
| Repair for equipment: 设备维修费用  *(i.e. laptop repair， 例如：修理电脑）、* |  | % |  |
| Stationery annual expense: 财年文具花费 **、** |  | N/A  不用填 |  |
| Payment to subcontractor / employees  支付给分包商或雇员的费用  *(Payment amount, date, and their ABN/ TFN， （支付金额、日期及他们的澳洲商业编号/税号）* |  | N/A  不用填 |  |
| Super paid to subcontractor / employees  支付给分包商或雇员的养老金  *(Payment amount, date, and their ABN/ TFN)*  *（支付金额、日期及他们的澳洲商业编号/税号）* |  | N/A  不用填 |  |
| **Other Expense: 其他商业相关花费** | | | |
| Donation to charity: 慈善捐款 |  | N/A  不用填 |  |
| Tax agent/accountants fee:  税务师/会计师花费 |  | N/A  不用填 |  |
| Income Protection Insurance Premium:  收入保障保险费用 |  | N/A  不用填 |  |
| Personal super contribution:  养老金自供款金额 |  | N/A  不用填 | Must have NOI and please provide  必须已经提交意向表， 并提供 |
| Others, please specify:  其他商业相关花费，请具体写明 |  |  |  |
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**注意事项：**

* **如果您有其他非商业活动收入（使用税号工作的收入或投资房租金收入），请告知我们并领取对应报税清单表格填写**

（ If tax payer has other TFN income & rental income, please ask for TFN checklist and rental property checklist. ）

* **对于机动车花费，如果会计师建议您使用行车日志logbook的方法进行计算，请填写下方表格 （表格3。 如果没有给您建议，就不需要填写*。***

*（ If tax payer decided to use logbook method for car expense deduction, please refer to the following FORM 3 for vehicle details and expenses）*

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| **Form 3：Information sheet for vehicles**  **机动车花费信息表**  *if use logbook to claim large amount of car expense*  *如果使用行车日志方法申报大量机动车花费* | | |
| **Items**  **项目** | **Amount (incl GST )**  **金额（包含增值税）** | **Invoice (Y/N)**  **是否有发票**  ***如果有，请提供*** |
| Car Make:  机动车品牌 |  |  |
| Car Body Type:  机动车车型 |  |  |
| Registration number:  车牌号 |  |  |
| Purchase Date:  购买日期 |  |  |
| Purchase Price:  购买价格  *(provide rent price, if this car is rented)*  *如果是租的车，请提供租车价格* |  |  |
| Open Odometer:  初始里程数  *(at start of financial year)*  *从财年一开始算* |  |  |
| Close Odometer:  财年末里程数  *(at end of financial year)* |  |  |
| Logbook(s) business related percentage %  商业活动相关公里数所占百分比 % |  |  |
| Fuel / Gas:  可提供发票的加油花费  *(for whole year-with invoice)* |  |  |
| Car cleaning  可提供发票的洗车花费  *(for whole year with invoice)* |  |  |
| Interest-Vehicle:  机动车利息花费  *(if rented this car or has mortgage)*  *（如果是租的车或贷款买车）* |  |  |
| Car insurance:  可提供发票的机动车保险  *(whole year with invoice)* |  |  |
| Parking & Toll  可提供发票的停车费和过路费  *(whole year with invoice)* |  |  |
| Repair and Service  可提供发票的维修/保养费用  *(whole year with invoice)* |  |  |
| Rego  可提供发票的养路费/牌照费  *(whole year with invoice)* |  |  |
| *Others, please specify:*  *其他机动车商业相关花费，请具体写明* |  |  |
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