**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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