

# the sole trader tax time checklist

**A few things you'll need for the business part  
of your tax return:**

- ☐ ABN number
- ☐ GST registration (if you have one)
- ☐ a summary of your earnings and expenses
- ☐ invoices/receipts from your expenses
- ☐ copies of your Business Activity Statements (BAS) if you are registered for GST
- ☐ rent, phone and internet bills if you work from home (claiming the right portion of these expenses is tough on your own, but an accountant can do the heavy lifting for you)

**Don't forget: if in doubt, chat to an accountant!**