



<input type="checkbox"/>	Business Equipment / tools > \$1,000 (please list)	
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Business Equipment / tools < \$1,000.	
<input type="checkbox"/>	Other Items	
<input type="checkbox"/>		
<input type="checkbox"/>		
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<input type="checkbox"/>		

<b>OTHER ITEMS</b>	
<input type="checkbox"/>	Bank Statements
<input type="checkbox"/>	BAS returns lodged
<input type="checkbox"/>	Correspondence from ATO
<input type="checkbox"/>	PAYG statements
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

.....  
Name

.....  
Tax Year

.....  
Signature

\_\_\_ / \_\_\_ / \_\_\_  
Date

MOTOR VEHICLE						
Description:						
Make:		Model:		Rego. No.:		
Cost:			Date of Purchase:			
Odometer:	Start:		End:			
Business Kms:						
Engine Type:	<input type="checkbox"/> Ordinary <input type="checkbox"/> Rotary					
Engine Size:	<input type="checkbox"/> 1.6 Litres or less <input type="checkbox"/> 1.601 Litres to 2.6 Litres <input type="checkbox"/> 2.601 Litres and above					
Expenses:						
	<input type="checkbox"/>	Oil and Fuel	<input type="checkbox"/>	Repairs	<input type="checkbox"/>	Insurance
	<input type="checkbox"/>	Tyres and Batteries	<input type="checkbox"/>	Services	<input type="checkbox"/>	Registraton / 3 <sup>rd</sup> Party
	<input type="checkbox"/>	Lease Payments	<input type="checkbox"/>	Interest	<input type="checkbox"/>	Roadside Assistance
	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	Other (itemise)	<input type="checkbox"/>	Tolls / Parking
Log book?	Yes <input type="checkbox"/> No <input type="checkbox"/> Business %: _____					
	Business Kilometres travelled: _____					

COMPUTER EQUIPMENT					
Description:					
Make:		Model:		Claimed in prev. years?	Yes <input type="checkbox"/> No <input type="checkbox"/> Business %: _____
Cost:			Date of Purchase:		
Expenses:					
	<input type="checkbox"/>	Repairs			
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

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Name

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Tax Year

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Signature

\_\_\_ / \_\_\_ / \_\_\_\_\_

Date

Thank you for completing this document. If you have any questions in relation to any of the checklist items, please call our office on (02) 9907 2733 or email at [admin@obb.net.au](mailto:admin@obb.net.au). Checklists can be downloaded from our website [www.obb.net.au](http://www.obb.net.au).