

EOFY Tax Checklist 2025 - For Sole Traders & Side Hustlers

Before 30 June

- Send all invoices
- Review aged receivables – write off bad debts
- Prepay eligible business expenses
- Buy assets under \$20,000 (if eligible)
- Log business vehicle use (logbook method)
- Review stock and write off obsolete items
- Contribute to super (to claim deduction)
- Export data from apps (e.g., Square, Xero, PayPal)

What to Prepare

- All income records (invoices, sales reports)
- Business expense receipts
- Logbooks for vehicle or travel use
- MyDeductions app export (if used)
- Home office log
- Super contribution confirmation
- Loan interest or lease documents