



Tips for sole traders

Help your clients get it right this tax time.


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We know that small businesses work hard to get things right; however we understand that mistakes happen:

- reporting income, such as income earned outside their business. This includes non-monetary payments or payments in kind
- claiming expenses, such as claiming for the portion of an expense related to personal use, or overstating the cost of goods sold and other business expenses
- calculating business losses
- applying non-commercial loss rules to offset the loss against other income
- claiming PAYG withholding refunds
- reporting or failing to report personal services income (PSI).

You can help your clients avoid these mistakes by referring them to our **Tax Time toolkit for small business**. There's a directory of links, including information on business income and deductions, to help them get things right.

You can also encourage clients to use the **ATO app** to access and manage their tax and super and the **myDeductions tool** to capture expenses as they arise.

If your clients are unsure what records to keep, they can take this free, self-paced course in record keeping: [Essentials to strengthen your small business](#) .

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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