

UBER DRIVER CHECKLIST



So you have decided to take the plunge, quit your full time job, and now driving for Uber. What's next?

At JTR & Associates, we have prepared a checklist to assist Uber drivers to navigate their way through the paperwork, ready for tax time.

BEFORE YOU GET STARTED:

- STEP 1: Register for an **ABN** (Australian Business Number)
- STEP 2: Register for GST – you must be registered for GST, as required by the ATO for all Uber drivers. Use the industry code: “[Taxi Services](#)” or “[Taxi Driving Services](#)”
- STEP 3: Make sure that you have motor vehicle/ride share insurance

WHEN YOU ARE READY TO START DRIVING:

- STEP 4: Keep a car logbook for your trips for Uber, and Uber related activities. You can download apps for this, if you do not want to keep a paper logbook.
- STEP 5: Keep and collect the following car and other related expenses (if applicable):
 - Fuel receipts
 - Rego & insurance
 - Services, car maintenance costs, replacement tyres
 - Parking & tolls
 - Refreshments for customers (such as water, tissues, lollies, mints, etc)
 - Mobile phone bills
 - Internet expenses
 - Accounting and tax agent fees
 - Stationery costs
- STEP 6: Choose a record keeping tool (shoe box, Xero, excel spreadsheet)
- STEP 7: Save all the monthly Uber reports (showing income and mileage), for tax time
- STEP 8: Lodge a Business Activity Statement (BAS) every quarter/year
- STEP 9: Lodge an Income Tax Return every year

HOW WE CAN HELP YOU:

1. One off consultation, to get you started and to set you up to be self sufficient
2. Assistance with BAS preparation and lodgement
3. Preparation of your Income Tax Return every year