



Individual Tax Return Checklist

Your Income

- All Employment income, including PAYG Payment Summaries
- Government Allowances or Benefit Summaries
- Eligible Termination Payment Summaries
- Pension or Annuity Statements
- Attributed Personal Services Income Amounts
- Interest from Bank Accounts or Investments
- Distribution from Trusts or Partnerships

Rental Property Income Statements (if applicable, please complete Rental Property Checklist)

If the property was bought during the year we need the following info:

- Purchase Contract
- Contract date & settlement date
- List of chattels bought & cost of each (eg. Stove, hot water serv. carpets, curtains, ducted heating, etc...)
- Details of borrowing costs and term of loan
- Details of stamp duty and legal fees paid
- Date the property was first constructed
- Date the property was rented out if applicable

Details of Share dividends

If you have no dividend statements, we need total dividends received from each company for the year as follows:

- Unfranked Dividends
- Franked Dividends
- Imputation Credits

Details of Assets sold during the year that give rise to Capital Gains Tax. Eg. Shares or Rental Property.

If so we need the following information:

- Asset description
- Purchase and sale dates
- Cost price (including purchase price, stamp duty, legal fees, brokers fees, etc.)
- Sale price (including sales commission, legal expenses, brokers commission, etc.)

If shares were sold, we need the sale documents, the original purchase documents and any dividend reinvestment documents. These must show the purchase/sale prices and dates.

Your Deductions

Motor Vehicle Only if used for work purposes.

If you travelled 5000 business kilometres or less

We need details of the business kilometres travelled, your car type, engine size and registration.

If you travelled more than 5000 business kilometres, or would like to use the log book method, we need:

- Log Book business %
- Vehicle make
- Registration
- Insurance
- RACV details
- Petrol - if you do not have receipts then provide and estimate, eg. \$20 per week
- Repairs & Maintenance
- Lease or Hire Purchase details

Did you buy or sell a motor vehicle during the financial year, which was used for work?

If so please provide the following:

If a car was sold:

- Date of sale
- Sale price
- Dealer sale documents
- Finance payout information

If a car was purchased:

- Date of purchase
- Purchase price
- Dealer purchase documents
- Finance Information (if any)

Travel

Did you incur any work related travel expenses?

If so we need details of all expenses incurred.

Please note that a diary should be kept if away for more than 5 nights from home, and receipts should be supplied where possible.

Clothing

Did you incur any expenses in relation to uniforms or protective clothing including the laundry/dry cleaning of uniforms?
If so we need details of all expenses incurred.

Self Education

Did you complete any courses which were related to your work?
If yes, we need to know what type of course and what expenses were incurred by yourself.

Home Office

Did you perform any work at home? If yes, you need to estimate the amount of hours a week you work at home, and provide a amount of hours a week you work at home, and provide a list of expenses related to this eg. Stationery, books, furniture)

Other

Did you have any other work related expenses, such as:

- Union Fees
- Mobile Phone Bills
- Tools of Trade
- Sickness & Accident Insurance
- Depreciation (tools, equipment, etc...)
- Car Parking
- Seminars & Conferences
- Stationery
- Briefcase or Calculator
- Subscriptions to Trade magazines or journals
- Sun Protection
- Any other relevant work related expenses

If so, please provide details of these expenses in summary form, or the actual receipts.

Superannuation

Do you personally contribute to a Superannuation Fund (not including amounts contributed by your employer)? If yes, specify details such as name of Superannuation Fund, policy number and amount.

Loans

Did you take out any new loans or borrow for business or investment purposes? If yes, provide details of the purpose of the loan, the loan statements, the term of the loan, application costs and any other expenses paid to the bank re the loan.

Donations

A list of donations of \$2.00 or more to a registered charity.

Tax Agents Fees

Did you incur Tax Agents Fees for preparing last years tax return? If yes, we need to know the amount and who it was paid to.

Any other information

Do you have a HELP debt or other supplement loan? If yes please provide a copy of the statement or amount of debt owing.

Rebates

Did you have a spouse (married/defacto) at 30th June?

If yes, please provide the following information:

- Full Name
- Date of Birth

Do you have any children?

Please provide details such as full name, date of birth, number of nights under your care and any income received.

Do you have any dependants other than your children? Eg Parents

Please provide details such as full name, date of birth and relationship of dependant.

Health Insurance

Did you contribute to any private health insurance fund during the year? If yes, you will receive a statement from your health fun in regards to the rebate you may be entitled to. We will require this when completing your tax return.

The Australian Taxation Office are no longer issuing cheques, so make sure you provide your electronic banking details.