



INDIVIDUAL INCOME TAX RETURN CHECKLIST

PERSONAL INFORMATION

Full Name _____

Address _____

Preferred Phone Number(s) _____

Preferred Email Address _____

Occupation _____

Date of Birth _____

Do the above contact details apply to other persons or entities, e.g. spouse, company and/or trust? If yes, please advise us of which entities.

Please note that this document is only a checklist to assist you in preparing your individual income tax return. It is best to submit a summary of all your income and expenses to us as opposed to a copy of all your receipts and statements.

INCOME

- | | |
|----------------------|--|
| • Salaries and Wages | Group Certificates, Payment Summaries, ETP's |
| • Interest | Bank Statements |
| • Dividends | Dividend Statements |

WORK-RELATED DEDUCTIONS

- | | |
|--------------------------------|---|
| • Depreciable Assets | Receipt of purchase |
| • Magazines & Memberships | Receipt of subscription |
| • Books, Union Fees & Uniforms | Receipt of expense |
| • Work-related Travel | Logs books, receipts, travel diary, kms travelled, engine capacity |
| • Telephone Expenses | Telephone bills, receipts, private use ratio |
| • Home Office Expense | Ratio of home office area and house area, hours worked at home, electricity and gas bills |

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OTHER DEDUCTIONS

- Donations Receipt of donation
- Tax Management Expenses Receipt of service
- Interest/Dividend Deductions Interest and bank fees on investment specific bank accounts
- Self-education Receipt of textbooks, receipts of seminars & conferences
- Income Protection insurance Insurance premium statements

OFFSETS & REBATES

- Child Care Rebates Gross Fees Paid, Total CCB Already Received
- Medical Expenses over \$1,500 Receipts of total medical expenses
- Spouse Rebates Spouse's Taxable Income, TFN
- Dependants Dependants name, D.O.B, Taxable Income (if any)
- Medical Levy Private Health provider, membership no., days covered, type of cover e.g. hospital and/or ancillary

RENTAL PROPERTIES

- Rental Income Rental property statements from Real Estate Agent
- Strata Levies Rental property statements from Real Estate Agent
- Repairs & Maintenance Rental property statements from Real Estate Agent
- Agent Management Fees Rental property statements from Real Estate Agent
- Interest on Loan Loan Statements
- Depreciation Quantity Surveyor Report
- Pest Control, Garden, Cleaning Receipts of expenses
- Council & Water Rates
- Insurance and Land Tax
- Borrowing Costs – New Property Mortgage Documents
 - How many weeks was the property rented?
 - How many weeks was the property available for rent?
 - When was the property first rented?

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TRUSTS & PARTNERSHIPS

- Trust and Managed Funds EOY Distribution Statements
- Partnership Distributions

CAPITAL GAINS TAX

- Original purchase price Buy contracts, purchase documents
- Consideration Sell contracts
- Allowable deductions Brokerage fees, stamp duty on property

BUSINESS ACTIVITY

- Income and Expenses Please prepare a summary of income and expenses

OTHER

- Spouse super contributions Sopuse assessable income, superfund name, total paid
- Prior Year Losses Capital losses, business losses and/or partnership and trust loss
- Pay As You Go Instalments
- HECS Liability

If you wish to receive your Tax Refund directly into your bank account, please notify us of the following details:

Bank:

Branch:

Account Name:

BSB Number:

Account Number: