



INDIVIDUAL TAX RETURN CHECKLIST

How to use this checklist: Simply tick & locate the items relevant to you. Ignore the rest.

For new clients...

- Last year's Income Tax Return
- Your ABN
- Any PAYG Instalments paid

Investment related deductions

- Interest / fees on borrowing for investment purposes (bring statements)
- Asset purchase/sale agreements

Employment income deductions

- List of work related expenses from ATO i.e. tools, income protection insurance
- Receipts or evidence of work related deductions eg: car, travel, laundry, meals
- Union fees

Offsets

- Dependants – name, DOB, and legal responsibilities
- Evidence of children's (primary or secondary) school expenses (computer, books, etc.)
- Zone – if you live in a remote area you may be eligible for an offset
- Sole parent/spouse/housekeeper/low income/aged persons
- Spouse contributions to superannuation
- Superannuation pension rebates
- Private health insurance statement
- Medical receipts (if eligible)
- Imputation credit information from dividend
- Statements

Investment property

- Water charges
- Bank fees
- Details of when property was rented, including any rental or Agents statements
- Date when property was purchased
- Capital costs
- Interest on loans

Investment property (Cont'd)

- Advertising fees
- Agent fees
- Body corporate fees
- Borrowing expenses
- Cleaning and general maintenance expenses
- Council rates
- Gardening/lawn mowing fees
- Insurance premiums paid
- Land tax details

Income earned statements

- Foreign sourced income
- Partnership distribution
- Rental Income
- Deductible amount for pension/annuities
- Payment summaries
- Capital Gains Tax statements (details of any assets sold)
- Lump sum payments eg: Eligible Termination
- Payment statements
- Social security, pensions, allowance statements
- Trust distribution statements
- Tax statements from Fund managers
- Bank statements - showing interest and fees
- Share dividend statements
- Contract notes for buy/sell transactions
- Tax statements from stockbrokers
- Income stream statements
- Life insurance Bonus Policy statements

Other deductions

- Tax Agent Fees
- Superannuation if self employed
- Receipts of gifts/donations to charity
- Receipts of self-education expenses eg: books, computer costs, car expenses
- Financing lease statements
- Income Protection premiums (bring statements)

Other useful information

- Bank statements (with account name and number, BSB number)
- Cheque butts
- Loan statements
- Previous year's accountant's fees
- Last year's tax return
- Prior year tax losses
- Any tax credit vouchers