



INDIVIDUAL TAX RETURN CHECKLIST

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

GENERAL

- Last Year's Income Tax Return
- Records of sales and purchases of any shares, business or property
- Spouse Details

INCOME

- PAYG Summaries
- Pensions or Government payments/Allowances
- Interest earned for the relevant year from the banks, building societies etc.
- Dividend Statements
- Details of any Business/Trust income
- Details of any other income earned

EXPENSES

- Work Related Expenses
For example: *uniform, tools, education, fees etc.*
- Motor Vehicle Expenses
Incl. estimation of Kilometres if no logbook kept; otherwise logbook and all expense items:
 - Vehicle & Loan Documents
 - Fuel, Rego, Insurance, Tolls,
 - Servicing & Maintenance

EXPENSES 'Continued'

- Work Related Travel Expenses
- Investment Expenses
For example: *bank fees, financial advisor's fees, investment borrowings etc.*
- Charitable donations
- Cost of managing tax affairs

RENTAL PROPERTY INCOME & EXPENSES

- Rental Property Expenses
For example:
 - Rental Statements,
 - Interest on loans (June Statements)
 - Council and Water Rates,
 - Insurance,
 - Gardening,
 - Pest Control,
 - Body Corporate Fees,
 - Repairs and maintenance (inside and out),
 - Depreciation schedules

PROPERTY PURCHASED OR REFINANCED WITHIN 5 YEARS

- Settlement Letter
- Loan Documents