

Individual Tax Return Checklist

We will need you to send/bring information to assist us in preparing your income tax return. Please check the following and bring along payment summaries, statements, accounts, receipts etc to help us prepare the return.

Income

- Payment summaries for salary and wages (previously called Group Certificates)
- PAYG Payment Summaries / Lump sum and termination payments
- Government Social Security payments, including pensions, unemployment/sickness benefits
- Annuities, including allocated pensions
- Income from trusts and partnerships
- Allowances (e.g. entertainment, car, etc)
- Interest and dividends received and any tax deducted. Include details of franked dividends
- Rental Income (Rental summary from Real Estate)
- Foreign source (employment and pension) income and details of any foreign tax credit
- Details of any assets sold that were either used for income earning purposes or may be affected by capital gains tax (e.g. shares and real estate). Please include dates of, and costs associated with acquisition and disposal

Deductions

- Award transport allowance claims
- Bridge/road tolls/car parking (when traveling on business)
- Conventions, conferences, seminars, education or training
- Depreciation of library, tools, business equipment, incl. Portion of home computer
- Gifts or donations of \$2 and over to deductible entities
- Home office running expenses:
 - Cleaning
 - Electricity
 - Telephone
- Interest and dividend deductions:
 - Account keeping fees and Ongoing Management Fees
 - Interest on borrowings to acquire shares
- Advice relating to changing investments (but not setting them up)

INDIVIDUAL TAX RETURN CHECKLIST

- Rental Property Expenses – including but not limited to:
 - Advertising expenses
 - Council/water rates/Insurance
 - Bank Loan Statements with interest details
 - Land tax
 - Legal expenses/management fees
 - Repairs and maintenance
 - Telephone expenses
 - Traveling to inspect property
- Interest on loans to purchase equipment or income earning investments
- Motor vehicle expenses (business)
- Overtime meal allowances
- For self employed persons details of any superannuation contributions made
- Sun protection items / protective clothing
- Tax agent fees
- Subscriptions or memberships (not including sporting or social clubs)
- Telephone expenses (business)
- Tools of trade

Rebates

- Details of private health insurance
- Any changes in dependants (income of spouse should be provided)
- Details of any income received in a lump sum which was accrued in earlier income years (e.g. assessable pensions)
- Net medical expenses if they exceed \$1500 in total. Please provide full details
- HELP details (previously HECS Debt / Supplement Loan)
- Superannuation contributions made by employees with employer superannuation

Note: To ensure that you obtain the maximum deductions to which you are entitled and in consideration of the penalty provisions, FULL DETAILS of any claim should be provided and supporting documentation made available. Documentation may comprise of receipts, dockets, invoice, cheque butts or similar documents.

All original documents will be photocopied and sent back to you with your completed tax return. Documents must be kept by you the tax payer for a minimum of 5 years.