

INDIVIDUAL TAX RETURN CHECKLIST

The below checklist is to assist you with providing relevant information and supporting documentation needed.

Please note this checklist is general in nature and therefore all items may not apply to your circumstances.

NEW CLIENTS	
• Provide a copy of your most recent lodged tax return	
• Complete our 'New Client Details' form	
• Advise us of your bank account details (in the event of a refund)	
- Account Name	
- BSB	
- Account Number	
EXISTING CLIENTS	
• Notify us if your contact details changed	
• Notify us if your bank account details changed	
INCOME	
• <u>Wages & Salaries</u>	
- Copy of Income Statements	Yes N/A
- Confirmation of any job title changes / if applicable	
- Copy of Employee Share Scheme Statements / if applicable	Yes N/A
• <u>Australian Government Allowances & Pensions</u>	
- Annual Summary from Department of Human Services	Yes N/A
• <u>Interest</u>	
- Summary of interest earned	Yes N/A
• <u>Dividends</u>	
- Divided statements	Yes N/A
• <u>Trust Distributions</u>	
- Copies of Annual Tax Statements	Yes N/A
- Details of any Partnership distributions (if not handled by our firm)	Yes N/A
• <u>Capital Gains</u>	
Details of assets sold (shares, units, real estate, etc)	
- Purchase details (contracts, settlement statements, other purchase costs)	Yes N/A
- Sale details (contracts, settlement statements, other sale costs)	Yes N/A
<i>See our 'Sale of Property' checklist for further details</i>	
• <u>Foreign Income</u>	
- Details of any interest, dividends, rental income from foreign entities	Yes N/A
• <u>Rent</u>	
- Details of income and expenses	Yes N/A
<i>See our 'Rental Property' checklist for more details</i>	
• <u>Business and professional items</u>	
- Business name	
- Description of main business activity	
- Details of business income and expenses	

EXPENSES			
• <u>Work-related car expenses</u>			
Details of Motor Vehicle			
- Date Purchased		- Cost	
- Make		- Registration Number	
- Model			
There are two methods for claiming MV expenses:			
1) Logbook Method			
- Provide current logbook (valid for 5 years)		Yes	N/A
- Details of expenses (fuel, registration, insurance, repairs, petrol, etc)		Yes	N/A
2) Cents per Kilometre Method			
- Provide work-related kilometres for the year (maximum claim 5,000kms)		Yes	N/A
• <u>Work-related Travel expenses</u>			
- Details of travel expenses (tolls, parking, flights, car hire, accommodation, etc)		Yes	N/A
• <u>Work-related uniform and laundry</u>			
- Details of uniforms/safety gear purchased		Yes	N/A
- Confirmation if uniform is:	Protective clothing		Non-compulsory
<i>Check one box</i>	Compulsory uniform		Occupation specific
- Details of laundry expenses (number of loads a week whether it is a mixed load or uniform only)			
• <u>Work-related self-education</u>			
- Educations Fees		Yes	N/A
- Textbooks and stationary expenses		Yes	N/A
- Travel costs		Yes	N/A
• <u>Other work-related expenses</u>			
- Professional membership fees / union fees		Yes	N/A
- Seminar / conference fees		Yes	N/A
- Tools an equipment		Yes	N/A
- Home office costs		Yes	N/A
<i>See our 'Work-related expenses' checklist for more details</i>			
• <u>Interest and Dividend deductions</u>			
Details of costs incurred in earning interest and dividends			
- Bank Fees		Yes	N/A
- Interest on borrowings		Yes	N/A
- Broker Fees		Yes	N/A
- Financial planning ongoing fees		Yes	N/A
• <u>Gifts or Donations</u>			
- Details of donations		Yes	N/A
(if no invoice is provided we will require details of the Name and ABN to ensure company is a registered 'Deductible Gift Recipient')			
• <u>Cost of managing tax affairs</u>			
- Details of accounting fees paid		Yes	N/A
(for new clients only, existing clients we will already have our invoices on hand)			
- Details of kilometres travelled to meet with accountant to obtain tax advice			
• <u>Other Deductions</u>			
- Income protection insurance premiums		Yes	N/A
TAX OFFSETS/MEDICARE/SPOUSE DETAILS			
- Copy of Private Health Insurance statement		Yes	N/A
• Spouse details (for non-client spouses)			
- Name		- Date of Birth	
- Taxable Income			

Please note this checklist if not exhaustive and there may be additional income and expenses not listed above, depending on your personal circumstances.