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## Individual Tax Return Checklist

*When you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.*

### Income

#### Income from sales and / or the provision of services

- Foreign sourced income
- Partnership distribution
- Rental Income
- Deductible amount for pensions/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

### Deductions

#### Employment income deductions

- Schedule 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

#### Investment related deductions

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

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

### **Offsets**

- Dependants – name, DOB, and legal responsibilities
- Child care statements and governments (Child Care Benefits letter)
- Zone – if living in a remote area
- Sole parent/spouse/housekeeper/low income/aged persons
- Spouse contributions to superannuation
- Superannuation pension rebates
- Private health insurance statement
- Medical receipts (if spent more than \$1,500)
- 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
- 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

### **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**

- Credit card statement
- 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

### **Dependants Details**

- Baby Bonus
- Amount of Family Tax Benefit received fortnightly

### **New clients**

- Last year's Income Tax Assessment
- ABN
- PAYG Installments paid