

CHECKLIST FOR PERSONAL INCOME TAX RETURN

TAX RETURN ESSENTIALS

- Your Name
- Tax File Number/ABN
- Date of Birth
- Occupation
- Bank Account Details
- Address
- Email Address
- Telephone Number
- Private Health Insurance Statement

Income from Working/Pensions

- PAYG Payment Summaries (Group Certificates)
- Lump sum and eligible termination payments
- Centrelink income, Government and Super pension

Work related deductions

- Vehicles: Log book, interest on loans, insurance, fuel, services, rego, tyres, kms travelled
- Travel: Domestic and International, parking at clients
- Uniform: Protective clothing, compulsory uniform, dry cleaning/laundry
- Self-Education – study details and costs
- Other: Mobile phone, home phone, books, computer, internet, subscriptions, tools/equipment, home office (electricity), stationery/printing, seminars/courses, union fees, etc.
- Receipts of gifts/donations to charities
- Tax & Financial planning advice fees
- Last year's accounting fees

Income from Investments

- Bank interest earned statements
- Trust distribution statements
- Managed Fund Investments annual statements
- Share Dividend Statements
- Buy/Sell notes for share trades
- Capital Gains Tax Statement
- Tax statements from stockbroker/financial planner
- Asset purchase & loan agreements
- Asset sale documents
- Interest on borrowing for investment purposes

Income from Overseas

- Foreign salary or consulting income received
- Foreign tax paid
- Foreign rental property income
- Foreign rental property expenses
- Foreign investment income
- Foreign pensions received

Family Information

- Spouse's personal details, taxable income, fringe benefits & investment losses
- Number of dependent children & ages

Investment Properties

- Total rent received
- Date property was purchased
- Number of weeks property was rented
- Advertising
- Body corporate fees & strata levies
- Borrowing Expenses
- Mortgage interest
- Council & Water Rates
- Capital improvement costs
- Depreciation Reports
- Cleaning and Gardening
- Pest Control
- Insurance & Legal Fees
- Repairs & Maintenance
- Annual Statement form Property Manager
- Final Settlement Statement if property bought or sold during year

Income from Business/Self Employed

- Cash Book/ Invoice Book
- PAYG Instalments and BAS Statements
- Bank Statements for Financial Year

Business Expenses

- Insurance
- Rent on business premises
- Wages and payments to contractors
- Business vehicle expenses
- Other costs: Materials, tools, advertising, phone, stationery, printing, bookkeeping, etc

Other Deductions

- Superannuation contributions (self Employed)
- Income protection premiums
- Prior year tax losses

Other useful information

- Last year's tax return
- PAYG Instalments Paid
- HELP, HECS, or SFSS debt balances
- Superannuation co-contributions
- Child support paid by you and your spouse
- Zone offset information – Location and number of days