

This checklist list information required to prepare income tax returns for this year. Please ensure that you review and have all the information available when we complete your next tax return.

Tax Return Essentials

- Your Name
- Tax File Number/ABN
- Date of Birth
- Occupation
- Bank Account Details
- Home and Postal Address
- Email Address
- Telephone Number

Income from Working/Pensions

- PAYG payment summaries (Group certificates)
- Lump sum and Eligible Termination payments
- Centrelink income, Government and Super pensions
- Employee Share Scheme statement

Work related deductions

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

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 & settlement letters
- Asset sale documents & settlement letters
- Interest on mortgage/loans for investment purposes

Income from Overseas

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

Other useful information

- Last year's tax return (new clients)
- PAYG Instalments paid
- HELP, HECS, or SFSS debt balances
- Super voluntary and co-contributions
- Child support paid by you and your spouse

Family information

- Private Health Insurance premium statement
- Spouse personal detail, taxable income, fringe benefits & investment losses (if not done by us)
- Number of financially 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 (lender's mortgage insurance)
- Mortgage interest
- Council & water rates
- Capital improvement costs
- Depreciation reports
- Cleaning & gardening
- Pest control
- Insurance & legal fees
- Repairs & maintenance
- Annual statement from property manager
- Settlement Letters 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
- Ledger/Profit and Loss

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 voluntary contributions. Additional to employer & sacrificed contributions
- Income protection premiums
- Prior year tax losses (new clients)

