

## INDIVIDUAL TAX RETURN CHECKLIST

### INCOME

- ☐ Employment Income
- ☐ Centrelink/Pension Income
- ☐ Employment Termination Payment (ETP)
- ☐ Annuity & Superannuation Income Stream Statements/Lump Sum Payments
- ☐ Bonuses from Life Companies and Friendly Societies
- ☐ Interest Earned
- ☐ Dividends Statements
- ☐ Trust Distribution and Capital Gains Statements
- ☐ Foreign Source Income
- ☐ Business Income
- ☐ Employee Share Scheme

### TAX DEDUCTIONS

- ☐ Work Related Motor Vehicle Expenses (make and model required, log book may be required)
- ☐ Work Related Travel Expenses (eg. tolls, accomodation, meals)
- ☐ Work Related Clothing & Laundry Expenses
- ☐ Work Related Self-Education Expenses
- ☐ Dividend & Interest Deductions
- ☐ Tax Deductible Gifts & Donations
- ☐ Income Protection Insurance
- ☐ Union Fees
- ☐ Home Office Expenses
- ☐ Seminars
- ☐ Overtime Meals (if an allowance was paid)
- ☐ Tools & Equipment
- ☐ Computer, Internet & Software Expenses
- ☐ Memberships & Subscriptions
- ☐ Telephone & Mobile Phone
- ☐ Sun Protection Receipts
- ☐ Superannuation Contributions - If Self Employed
- ☐ Professional Registraion & Membership

### OTHER USEFUL INFORMATION

- ☐ Child Support Agency Payments
- ☐ Private Health Insurance Statement
- ☐ Dependants - #NO.
- ☐ Zone - If living in a remote area (Dates)
- ☐ Spouse Details (Income, DOB, Name)
- ☐ Confirm Contact Details (address, phone number, bank details)

### INVESTMENT PROPERTY INFORMATION

- ☐ Annual Rental Agent Statement
- ☐ Rental Income
- ☐ Advertising for Tenants
- ☐ Bank Loan Statements (for Interest & Charges)
- ☐ Body Corportate Levies
- ☐ Cleaning
- ☐ Council & Water Rates
- ☐ Gardening & Lawn Mowing
- ☐ Insurance
- ☐ Land Tax
- ☐ Pest Control
- ☐ Property Management Fees/Commission
- ☐ Repairs & Maintenance
- ☐ Stationery, Telephone & Postage
- ☐ Replacements & Improvements

### FOR NEW INVESTMENT PROPERTIES

- ☐ Date the Property was first available to rent
- ☐ Date the Property was built

### CAPITAL AQUISITIONS & DISPOSALS

- ☐ Copy of Contract and Settlement Statements for assets Purchased or sold (eg. Shares, Investment Properties)

## BUSINESS TAX RETURN CHECKLIST

### INCOME & EXPENSES

- ☐ Quickbooks/MYOB/Phoenix Files
- ☐ Reconciled cashbook including drawings taken from The business before banking
- ☐ Bank statements with total interest received
- ☐ Dividend statements received
- ☐ Details of income protection insurance paid
- ☐ Details of Personal Superannuation Contributions (if self employed)
- ☐ Details & statements of any FMD deposits or withdrawals

#### Assessable Government & Other Payments

- ☐ Details of any assessable Government Industry Payments

#### Other Income

- ☐ Bank statements, receipts, invoices, cash book Records of any other income

### INVESTMENT PROPERTIES

#### Investment Property Information

- ☐ Statements of rental income received
- ☐ Details of expenditure incurred
- ☐ Purchase Settlement statements and contracts of Rental properties for properties purchased or sold during the year

#### For New Investment Properties

- ☐ Date the Property was first available to rent
- ☐ Date the Property was built
- ☐ Depreciable Items (eg. Air Conditioning, Hot Water System, Stove)

### CAPITAL ACQUISITIONS & DISPOSALS

#### For Any Business Assets

- ☐ Copy of Contract and Settlement Statements for Assets purchased or sold (eg. Shares)

- ☐ List of all business assets showing date of purchase, Price, description, hire purchase and lease details
- ☐ Details of any repairs or maintenance to business Assets during the tax year
- ☐ Dates and values of plant and equipment sales

### OTHER EXPENSES

#### Business Loans

- ☐ Statements for all loans owing by the business, showing an end of financial year balance and interest paid (bank Loans, equipment loans etc.)

#### Employees

- ☐ Copies of payment summaries issued, payment summary statement and annual reconciliation for salaries and wages
- ☐ Information relating to super contributions made for each employee and director

#### Motor Vehicle & Travel Expenses

- ☐ Make and Model of motor vehicle
- ☐ Travel diary or log book
- ☐ Evidence of motor vehicle expenses such as fuel, repairs, registration and insurance
- ☐ Odometer readings for the first and last date of the financial year

### OTHER INFORMATION

- ☐ Value of Closing Stock on hand at end of financial year
- ☐ Value of Work in Progress at end of financial year
- ☐ Debtor and Creditor details at end of financial year