

Individual Tax Return Checklist

Income earned statements

- Payment summaries (from your employer)
- Lump sum payments e.g. Eligible Termination
- Centrelink, pensions, allowance statements
- Bank statements - showing interest and fees
- Share dividend statements
- Partnership distribution
- Trust distribution statements
- Contract notes for buy/sell transactions
- Tax statements from stockbrokers
- Annual Tax statements from Fund managers
- Capital Gains Tax statements (details of any assets sold)
- Rental Income
- Foreign sourced income
- Life insurance Bonus Policy statements

Employment income deductions

- List of work related expenses
- Receipts or evidence of work related deductions e.g. travel, laundry, meals
- Motor vehicle expense (e.g. estimated Kilometres if no logbook kept, otherwise logbook and all expense items)
- Union fees
- Home office, mobile phone & internet expenses

Investment related deductions

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

Offsets

- Dependants – name, DOB, and legal responsibilities
- Zone – if you live in a remote area you may be eligible for an offset
- 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 \$2,120)

Investment property

- Water charges
- Bank fees
- Details of when property was rented, including any rental or Agents statements
- Date when property was purchased & settlement statement – if this is a new property
- 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
- Quantity surveyors depreciation report (e.g. BMT)

Other deductions

- Tax Agent Fees
- Superannuation if self employed
- Receipts of gifts/donations to charity
- Receipts of self-education expenses e.g.: books, computer costs, car expenses
- Financing lease statements
- Income Protection premiums (bring statements)

Other useful information

- HECS/HELP debt 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
- Last year's Income Tax Assessment
- Your ABN
- Any PAYG Instalments paid