

INCOME TAX RETURN CHECKLIST

Tax time is here and we look forward to catching up and helping you with your tax return. For your convenience we have prepared a tax checklist to assist you.

Please complete the following to make sure we are up to date with all of your personal details:

NAME: _____

TFN: _____

DOB: _____

PLACE OF BIRTH: (If in Australia, please provide the Suburb) _____

OCCUPATION: _____

ADDRESS: _____

HOME PHONE: _____

MOBILE: _____

EMAIL ADDRESS: _____

PREFERRED METHOD OF CONTACT: PHONE / EMAIL / MAIL

BANK ACCOUNT DETAILS:

ACCOUNT NAME: _____

BSB: _____

ACCOUNT NUMBER: _____

Did you have a spouse for the full financial year? Yes No

If no, please provide date that your marital status changed:

SPOUSE'S NAME: _____

DOB: _____

SPOUSE'S TAXABLE INCOME: (Only if we do not prepare your spouse's return)

NAMES OF DEPENDANT CHILDREN: _____

DOB: _____

INCOME:

Below is a suggestion of the types of income items you will need to notify the Australian Taxation Office of. If any of the following items apply to you, please provide evidence of the income through relevant statements and summaries.

1. **PAYG Payment Summaries**
2. **Other Salary Income** (includes any tips, Directors' fees, commissions etc.)
3. **Termination Payments** (if you received a lump sum termination, please provide your Eligible Termination Statement - ETP Statement)
4. **Interest Received** - Please provide statement summaries showing the interest received in previous financial year on all bank accounts.
5. **Dividends** - Please provide copies of dividend statements of income received. Also, note that if you are participating in the **Dividend Reinvestment Plan (DRP)** which means you don't physically receive the money (the company uses that money to buy more shares) this is still income and needs to be included in your return.
6. **Trusts and Partnerships** (for example, BT Funds, Merrill Lynch, AXA etc.) Please provide documents (including year-end Tax Statements) to show income from the funds you list.
7. **Australian Government Allowances and Payments** (such as Newstart, Youth Allowances and Austudy Payment) Please provide details of all Newstart, Youth Allowances, Austudy Payment, Sickness Allowance, Special Benefit or other educational or training allowances.
8. **Australian Government Pensions and other allowances**
9. **Rental Property Income** - Please attach details of the rent received and all expenses in their separate categories. Please also supply settlement sheets and purchase documents for properties acquired in previous financial year.
10. **Overseas Income** (pensions, overseas employment, rent received etc.)
11. **Employee Share Schemes** - Please provide statements.
12. **Superannuation Pensions and/or Lump Sums**
13. **Capital Gain** - Did you sell any assets such as shares or properties which were acquired after the 20th September 1985?

Yes No

If yes, please provide documentation of when it was purchased, what it cost and also documents on the sale / funds received etc.

DEDUCTIONS:

Please ensure you are able to provide evidence for all claims, even if they are less than \$300.

1. **Motor Vehicle** - Did you use your own car for business / work purposes throughout the year?

Yes No

If yes, please provide one of the following;

Log Book Method - Business % use (please ensure you keep a log book for a continuous period of 12 weeks) Please provide details of all expenses you incurred over the financial year (includes fuel, repairs / maintenance, registration, insurance etc.)

If you have a loan for the vehicle, please provide details of the interest you have paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract.

If you had a lease for your vehicle, please provide figures of your lease payments.

Kilometres Method - You can claim up to 5,000 business kilometres. Please advise how many kilometres you have travelled for work.

Kilometres: _____

2. **Work Uniform** - Do you have to wear a logo uniform or protective clothing for work?

Yes No

If yes, were you out of pocket throughout the year for purchasing many new items or in the maintenance of the uniform? If yes, please provide details.

3. **Other Work Related Deductions** - Please list amounts and provide a brief description.

Diary / Stationery / Work materials

Union fees / Professional subscriptions

Sickness & accident insurance / Income protection

Donations / School building fund

Seminar costs or self-education

Travel expenses

Home office

Telephone / Mobile phone

Tools and equipment

4. **Other** (Any costs you incurred that were directly related to your job) Please provide details.

Note: If you have attended University now or in the past and are paying off your fees through HECS/HELP then please provide us with your HEC/HELP statement to include in your return.

PRIVATE HEALTH INSURANCE:

Do you have private health insurance? Yes No

If yes, please provide us with a copy of your tax statement.

1. Superannuation - Have you made Superannuation contributions on behalf of your spouse?

Yes No

If you are self-employed and you have made Superannuation contributions, please provide us with confirmation of intent to claim.

2. Medical Expenses - Disability aids only.

3. Other - Any information which you are unsure of, or which you would like us to be aware of.
