

Individual Tax Return Checklist

New clients

- Last year's tax return & Assessment Notice
- ABN
- PAYG Instalments paid

Income earned statements

- Payment summaries
- Government assistance (austudy, newstart, pension, paid parental leave)
- Lump sum payments e.g. ETP's
- Foreign sourced income
- Partnership distribution
- Deductible amount for pensions/annuities
- Capital Gains Tax statements (details of any assets sold)
- Trust distribution statements
- Tax statements from Fund managers
- Bank statements - showing interest and fees
- Share dividend statements
- Contract notes for buy/sell transactions
- Income stream statements
- Life insurance Bonus Policy statements

Employment income deductions

- Schedule of work related expenses from ATO i.e. tools, income protection insurance
- Receipts or evidence of work related deductions e.g. car/travel/laundry/meals
- Union fees

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)

Investment property

- Water charges
- Bank fees
- Details of when property was rented, including any rental or Agents statements
- Date when property was purchased
- 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
- Interest / fees on borrowing for investment purposes (bring statements)
- Asset purchase / sale agreements

Offsets

- Dependents – name, DOB, and legal responsibilities
- Child Support payments (statement)
- Zone – if living in a remote area
- Sole parent/spouse/housekeeper/low income/aged persons
- Spouse contributions to superannuation
- Superannuation pension rebates
- Private health insurance statement
- Imputation credit information from dividend Statements

Other useful information

- Previous year's accountant's fees
- Prior year tax losses