

# INDIVIDUAL TAX RETURN CHECKLIST

CALL US ON **9246 9055**  
TO MAKE AN APPOINTMENT

Please use this checklist to get yourself organised before we prepare your tax return. This will help us complete your return as quickly- and as cheaply- as possible. Remember it pays to be well organised!

## **MUST HAVES**

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

## **Income details**

- Group certificates & payment summaries
- Lump sum payments eg Eligible Termination
- Centrelink, social security, pensions, allowance documents & statements

## **Income from Investments**

- Bank statements (interest received & fees)
- Trust distribution statements
- Managed Fund investments annual statements
- Share dividend statements
- Contract notes for buy/sell transactions
- Capital Gains Tax statement
- Tax statements from stockbroker/financial planner

## **Deductions**

- Receipts or work related deductions  
eg. clothes/laundry/meals/car/travel
- Receipts of gifts/donations to charities
- Receipts of self-education expenses  
eg. books/computer costs/ car expenses
- Tax & ongoing financial planning advice
- Last year's fees

## **Investment Related Deductions**

- Interest on borrowing for investment purposes
- Asset purchase agreements
- Asset sale documents

## **Other useful information**

- Last year's tax return
- Prior year tax losses
- Centrelink debts
- HELP or SFSS debt
- Superannuation co-contributions

## **I HAVE A FAMILY**

- Private health insurance statement
- Spouse contributions to superannuation
- Child care benefit details
- Family tax benefit details (names & birthdays)
- Medical receipts (if spent more than \$1 500)

## **Appointment Details:**

DATE: \_\_\_/\_\_\_/\_\_\_

DAY: M T W T F S TIME: \_\_\_\_\_ AM PM

ACCOUNTANT: \_\_\_\_\_

## **I HAVE AN INVESTMENT PROPERTY**

- Total rent received
- Date property was purchased
- Number of weeks property was rented
- Bank fees & Borrowing expenses
- Capital costs
- Loan interest
- Advertising
- Agents fees
- Corporate body fees & strata levy
- Cleaning, gardening & lawn mowing
- Council & water rates
- Insurance & legal fees
- Depreciation reports
- Repairs & maintenance
- Purchase/sale document  
(if you've sold your property this year)

## **I'M IN BUSINESS/SELF-EMPLOYED**

- Cash Book/Invoice Book/Profit & Loss
- PAYG instalments
- BAS Statements

## **Deductions**

- Tools & Materials
- Home Office Expenses
- Insurance
- Rent
- Wages
- Vehicle Expenses (if applicable to business)
- Other business costs  
eg. advertising/stationary & printing/bookkeeping etc

## **Other Deductions**

- Superannuation contributions
- Financing lease statements
- Income protection premiums

## **Other useful information**

- Credit card statements
- Cheque butts
- Prior year tax losses



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