

The following is a checklist for information required to prepare income tax returns for this year. Please ensure that you review the checklist and have all information available when we complete your next tax return.

Tax Return Essentials

- ✓ Your Name
- ✓ Tax File Number/ABN
- ✓ Date of Birth
- ✓ Occupation
- ✓ Bank Account Details
- ✓ Homes and Postal Address
- ✓ Email Address
- ✓ Telephone Number
- ✓ Your Spouse's Name and DOB

Income from Working/Pensions

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

Deductions

- Receipts of work related deductions eg. clothing/ tools/car/logbook/mobile phone/subscriptions
- Receipts of gifts/donations to charities
- Receipts of self-education expenses eg. books /computer costs/car expenses
- Tax & ongoing financial planning advice fees
- Last year's accounting fees

Income from Investments

- Bank interest and statements
- Trust distribution statements
- Managed Fund investments annual statements
- Share dividend statements
- Buy/sell notes for share trades
- Capital Gains Tax statement
- Tax statements from stockbroker/financial planner

Deductions

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

Income from Overseas

- Foreign salary/wage income received
- Foreign tax paid
- Foreign rental property income
- Foreign rental property expenses
- Foreign investment income
- Foreign pensions received

Other useful information

- Last year's tax return
- Credit card statements
- Prior year tax losses
- Centrelink and Child Support Agency debts
- HELP, HECS, or SFSS debt balances

- Superannuation co-contributions
- Child support paid by you and your spouse

If You Have A Family

- Private health insurance statement
- Spouse contributions to superannuation
- Education tax refund expenses
- Medical receipts (if spent more than \$1 500)
- Medicare and private health claims history reports

If You Have An Investment Property

- Total rent received
- Date property was purchased
- Number of weeks property was rented
- Bank fees & borrowing expenses
- Annual statement from property manager
- Capital costs
- Mortgage interest
- Advertising
- Property management 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)

Income from Business/Self Employed

- Cash Book/ Invoice Book/ Profit & Loss
- PAYG instalments and BAS Statements
- Bank statements for financial year

Expenses

- Tools & Materials
- Home Office Expenses
- Insurance
- Rent on business premises
- Wages and payments to contractors
- Vehicle Expenses (if applicable to business)
- Other business costs eg. advertising/ stationery & printing/ bookkeeping etc

Other Deductions

- Superannuation contributions
- Financing lease statements
- Income protection premiums
- Prior year tax losses

Telephone 9246 9055 to make an appointment or visit our website
www.prouse.com.au
for more information

