

## Individual Tax Return Checklist

We've put this together to aid in the collation of your tax documents for when you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.

### Income earned statements

- ☐ Foreign sourced income
- ☐ Partnership distribution
- ☐ Deductible amount for pensions/annuities
- ☐ Annual Payment summaries
- ☐ Capital Gains Tax statements (details of any assets sold – both the buy and sell details)  
Contract notes for buy/sell transactions are acceptable
- ☐ Lump sum payments eg Eligible Termination Payment statements
- ☐ Centrelink payments, pensions, allowance statements
- ☐ Trust distribution statements
- ☐ Tax statements from Fund managers
- ☐ Bank statements - showing interest and fees
- ☐ Share dividend statements
- ☐ Tax statements from stockbrokers
- ☐ Income stream statements
- ☐ Life insurance bonus policy statements

### Employment income deductions (not exhaustive but should guide you)

- ☐ Motor Vehicle deductions – either km's travelled for work or your log book along with all associated car costs
- ☐ Work related travel costs – both interstate or international
- ☐ Receipts of self-education expenses eg books, computer costs, car expenses
- ☐ Uniform & laundry
- ☐ Work related telephone expenses
- ☐ Home office expenses (internet etc)
- ☐ Stationery
- ☐ Tools
- ☐ Work related assets such as computers, tablets etc
- ☐ Union fees

### Offsets

- ☐ Dependants – name, DOB, and legal responsibilities
- ☐ 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
- ☐ Medical receipts – Only for disability aides, attendant care or aged care

### Investment related deductions

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

### Other deductions

- ☐ Tax Agent Fees
- ☐ Superannuation (if self employed)
- ☐ Receipts of gifts/donations to charities
- ☐ Financing lease statements – especially if new assets purchased
- ☐ Income Protection premiums (bring statements)

### Other useful information (Note that these are not essential but can assist if missing receipts or for planning related discussions)

- ☐ Credit card statement
- ☐ Bank statements (with account name and number, BSB number)
- ☐ Cheque butts
- ☐ Loan statements
- ☐ Last year's tax return **(if a new client)**
- ☐ Prior year tax losses
- ☐ Any tax credit vouchers
- ☐ Dependants Details
- ☐ Amount of Family Tax Benefit received fortnightly
- ☐ Superannuation Statements

**Any Issues you wish to discuss?**

---

---

---

---

---

---

---

---