



Personal Tax return **CHECKLIST**

Name: _____

TFN: _____

Please use this as a guide for the collection of information

INCOME

- PAYG Payment Summaries
- Lump Sum payments (eg: employment termination payments)
- Partnership Distribution statement, including copy of partnership tax return
- Trust Distribution Statement, including copy of trust tax return
- Documentation regarding any foreign income, foreign assets or property
- Dividend Statement
- Employee Share Scheme Statements
- Managed fund annual tax statement and capital gains tax statement
- Buy / Sell Contract notes for shares (if any shares were sold)

OTHER DEDUCTIONS

- Receipts for donations of \$2 and over to deductible gift recipients
- Expenditure incurred in managing tax affairs (eg tax agent fees)
- Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)
- Income protection insurance premiums

OFFSETS AND REBATES

- Details of any superannuation contributions for spouse
- Details of dependents, including their age, occupation and income
- Private health insurance statement (and details of prepaid premiums).

WORK-RELATED EXPENSES

- Details of depreciable assets bought during the year (eg laptops)
- Details and receipts for home office expenses
- Professional journals / trade magazines
- Receipts for continuing professional development courses and seminars
- Receipts for self-education classes
- Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel
- Vehicle logbook for motor vehicle expenses (if using the logbook method)
- Vehicle kilometers travelled per diary notation (if using the set note per km)

RENTAL PROPERTIES

- Date when property was purchased, including details of co-ownership if applicable
- Period property was rented out during the income year
- Records detailing rental income (annual statement from property agent, if engaging services of an agent)
- Loan statements for property showing interest paid for the income year
- Details of any capital works on the property
- If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property.

OTHER INFORMATION

- Copies of Instalment Activity Statements
- Any other information that you think is relevant

IF OPERATING AS A SOLE TRADER

- Cashbook, which includes records of drawings taken before the business taking were banked
- Copies of Business Activity Statements lodged
- Copies of PAYG summaries for employees
- Details of any government grants, rebates or payments received
- Details of superannuation contributions for employees
- Details of any assets purchased, including date of purchase and amount
- Payment of salaries and superannuation to associates
- Records from accounting software (eg trial balance, profit and loss and balance sheet
- Statement of all liabilities of the business
- Notice of superannuation contributions