

Individual Tax Return Checklist

PERSONAL DETAILS

(complete this section only if any details have changed or not completed on New Client Card)

Name:	Occupation:
Phone No:	Mobile:
ABN:	Business Name (if any):
Email Address:	
Home Address:	
Postal Address:	
Full Name of Spouse/Defacto Partner:	
Date of Marriage/Defacto if commenced during year/...../.....	Spouse/Defacto Taxable Income 2018 \$.....
<p>The following information needs to be provided either by phone or via Client Secure Portal (do not email for security/privacy reasons)</p> <ul style="list-style-type: none"> • BSB (Must be 6 digits) • Account Number • Account Name • Tax File Number • Date of Birth for you and your spouse/Defacto Partner 	

INFORMATION

	Information Provided	Not Applicable
Income		
PAYG payment summaries (eg from employers)	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (eg employment termination payment)	<input type="checkbox"/>	<input type="checkbox"/>
Other salary income (includes any directors' fees, commissions, tips etc)	<input type="checkbox"/>	<input type="checkbox"/>
Partnership distribution statement & copy of partnership's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement & copy of trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Documentation regarding foreign source income, foreign assets or property	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements stating interest earned, including for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Employee share scheme statements	<input type="checkbox"/>	<input type="checkbox"/>
Managed fund annual tax statement and capital gains tax statement	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contract notes for shares (if any shares were sold)	<input type="checkbox"/>	<input type="checkbox"/>
Work-related Deductions		
Details of depreciable assets bought during the year (eg laptops)	<input type="checkbox"/>	<input type="checkbox"/>
Details and receipts for home office expenses	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals/trade magazines	<input type="checkbox"/>	<input type="checkbox"/>

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<i>Professional memberships/subscriptions</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Receipts for continuing professional development courses and seminars</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Receipts for self-education expenses</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Receipts for other work-related deductions eg protective clothing, uniform expenses, tools and equipment and travel</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vehicle logbook for motor vehicle expenses (if using the logbook method)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other Deductions	Information Provided	Not Applicable
<i>Receipts for donations of \$2 and over to registered charities</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Expenditure incurred in managing tax affairs (eg tax agent fees)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Expenditure incurred in earning interest, dividend and other investment income</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Income protection insurance premiums</i>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Properties		
<i>Date when property was purchased, including details of co-ownership if applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Period property was rented out during the income year</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Records detailing rental income (annual statement from property agent)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Loan statements for property showing interest paid for the income year</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Expenses incurred such as water charges, land tax and insurance premiums</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of depreciable assets bought or disposed of during the year</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property</i>	<input type="checkbox"/>	<input type="checkbox"/>
Offsets/Rebates		
<i>Details of any superannuation contributions for spouse</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of medical expenses where the total exceeds \$2,265 (after Medicare & Private Health Fund rebates) relating to disability aids, attendant care or aged care only</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of dependants, including their age, occupation and income</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Private health insurance statement (and details of prepaid premiums)</i>	<input type="checkbox"/>	<input type="checkbox"/>
If Operating As a Sole Trader		
<i>Cashbook, which includes records of drawings taken before the business takings were banked</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copies of Business Activity Statements lodged</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copies of PAYG summaries for employees</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of any Government grants, rebates or payments received</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of superannuation contributions for employees</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of any assets purchased, including date of purchase and amount</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Payments of salaries and superannuation to associates</i>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>Records from accounting software (eg trial balance, profit & loss and balance sheet</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Statements of all liabilities of the business</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notice of superannuation contributions for self-employed persons</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other Information</i>		
<i>Copies of Instalment Activity Statements lodged</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Any other information that you think is relevant</i>	<input type="checkbox"/>	<input type="checkbox"/>