



# INDIVIDUAL TAX RETURN – CHECKLIST

Client Name: .....

Current Address: .....

.....

Contact Phone No: .....

Email Address: .....

Date of Birth: .....

Send Your Completed Checklist &  
Relevant Documentation to  
**Pears Chartered Accountants**  
**PO Box 2403**  
**North Parramatta NSW 1750**  
**Or email at:**  
**admin@pearsca.com.au**

CHECKLIST OF RELEVANT ITEMS

**INCOME**

- Payment Summaries**  
Attach copies of all PAYG Payment Summaries (Group Certificates)  
Current Occupation: \_\_\_\_\_
  
- Centrelink Payments**  
Government allowances, payments & pensions. Attach copies of PAYG Payment Summaries or letter from Centrelink
  
- Other Earnings**  
eg. Allowances, earnings, tip, directors fee – Please provide details
  
- Lump Sums / ETP's / Redundancy**  
Attach copies of PAYG Payment Summaries or ETP Statements
  
- Other Annuities & Pensions**  
Attach copies of all PAYG Payment Summaries or Statement from annuity or superfund provider (indicating taxable and tax-free amounts)

**Interest Received**  
Copy of bank statement showing interest earned for the year OR you may summarise these details as follows: -

Bank	Account No.	Gross Interest	TFN Withholding

**Dividends Received**  
Any dividends received from shareholdings – Provide dividend statements OR you may summarise these details as follows: -

Date Paid	Company	No. of Shares	Unfranked Amount	Franked Amount	Imputation Credit

**Rental Property Income/(Loss)**

If you had a rental property during the year, we require the following information: -

- Real Estate Agent Rental Statements
- Loan statements showing interest paid and bank charges
- Any travel expenses incurred to inspect the rental property (provide details of kms travelled)
- Details of any capital expenditure (furniture, fittings or equipment purchases for rental property)
- Depreciation schedules prepared by a quantity surveyor for capital/building write off deductions – Please contact us if you would like more information regarding this.
- Summary of other expenses, including the following:
  - Council rates
  - Water rates
  - Strata levies
  - Insurance
  - Land Tax
  - Advertising
  - Cleaning
  - Repairs & Maintenance
  - Gardening/Lawn Mowing

**Capital Gains or Losses**

Did you sell any assets during the year? (eg. shares or a rental property). If you did, we need information to calculate the gain or loss on the transaction

- **Cost Details** – date of purchase (contract date), purchase price & any incidentals e.g. legal fees & stamp duty on purchase. Also details of any additional capital expenditure (e.g. improvements)
- **Sale Details** – date of sale (contract date), sale proceeds, any costs associated with the sale (e.g. advertising, agents commission & legal fees etc)

**DEDUCTIONS**

**Work Related Car Expenses**

If you used your car for work purposes you may be able to claim car expenses.

- ▶ If claiming cents per kilometre – details of total **business km** travelled during the year
- ▶ If claiming under log book method – we need details of the **business percentage** calculated from the log book & details of actual car costs (ie. fuel, insurances, registration, maintenance, lease, HP payments, cost/date of purchase of car) \*Note – **your log book must be renewed at least every 5 years\***

**Work Related Travel Expenses**

eg. meals, accommodation, airfares etc, for work related travel. Provide details of possible claims (note – you must have receipts to substantiate these claims and in some cases you may need to keep a travel diary)

**Work Related Uniform, Clothing & Dry Cleaning Expenses**

You may be able to claim the cost of protective clothing, uniform or occupational specific clothing. We need details of any protective/occupational specific clothing purchased during the year.

**Work Related Self-Education Expenses**

You may claim self-education expenses that relate to your work activities while you were studying. Please provide a list of expenses (eg. University fees, books, stationery, photocopying, travelling, computer etc)

**Other Work Expenses** – We require details of expenses - examples include:

- Union Fees
- Seminars & Conferences
- Books, Journals, Trade Magazines
- Membership Fees
- Tools & Equipment
- Protective items (eg. sunscreen & sunglasses)
- Computers and Software
- Telephone & Home Office

**Other Deductions** – We require details of expenses - examples include:

- Interest paid or bank charges on money borrowed to purchase shares/managed funds
- Financial Planner costs
- Subscriptions to investor magazines/publications
- Gifts or Donations (eg. charity or school building fund)
- Tax Agent Fees
- Income Protection Insurance

## **TAX OFFSETS (REBATES)**

### **Private Health Insurance**

If you had private health insurance we require the private health insurance statement from your health fund. Otherwise provide details of member number & type of cover.

### **Net Medical Expenses**

If your net medical costs exceed \$2,000 you may be entitled to a rebate. We require details of the amount of out of pocket costs (ie. after medicare & private health fund refunds)

### **Education Tax Refund**

If you were entitled to Family Tax Benefit (FTB) Part A, you may be eligible to receive a 50% rebate on eligible schooling expenses. Details and/or receipts of the following expenses relating to your primary/secondary school children are required:

- Laptops
- Home computers & associated costs
- Home internet connections
- Printers
- Educational software
- Textbooks and stationery

If you are eligible please provide the following:

- Name of child and school level (primary or secondary)
- Amount of eligible expenditure

## **OTHER ITEMS**

### **Last years tax return**

If we did not prepare your previous year's tax return. We require a copy of your last tax return and ATO Notice of assessment.

### **HECS, HELP or SFSS**

If you have an outstanding balance of HECS, HELP or SFSS, we require the statement from the ATO which sets out the amount outstanding to be paid.

### **Bank Account Details**

If you would like your tax refund credited into your bank account. Please provide details of your nominated bank account.

**Account Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Disclaimer** - The above is not an exhaustive list of items that may be relevant for your tax return. It has been prepared as a summarised checklist. If you feel there is further information you may need to send us, please forward it with your other tax information or contact our office.