



## INDIVIDUAL TAX RETURN CHECKLIST

Please complete the following details:

Client Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

### Last years income tax return

Please supply a copy of your latest income tax return lodged and ATO Notice of assessment.

### HECS, HELP or SFSS

Please supply (if applicable) ATO Statement showing your HECS, HELP or SFSS outstanding balance.

### ATO REQUIREMENTS (mandatory)

**Bank Account Details**  
The ATO only pay refunds into personal bank accounts so please provide this information.

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

BSB: \_\_\_\_\_

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

**Spouse Details**

Full Name: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Taxable Income: \$ \_\_\_\_\_

Reportable Super contributions \$ \_\_\_\_\_

Reportable Fringe Benefits \$ \_\_\_\_\_

Net Investment Losses \$ \_\_\_\_\_

**NOTE:** It is common practice for couples to submit their tax information together, as the tax office applies threshold testing to their combined income. If you have not yet considered this, we recommend that you do so. We are able to apply the combined family income tests to ensure accuracy in lodgement.

**Dependent Children**  
Do you have any children under the age of 21 or 21-24 years old and a full-time student? If so we require this information to ensure your tax estimate is calculated correctly.

Name	Date of Birth	Are they a Full time Student? (circle)
	/ /	N/A Yes No
	/ /	N/A Yes No
	/ /	N/A Yes No
	/ /	N/A Yes No

**Private Health Insurance**  
Please provide the private health insurance statement from your health fund if you were a member.

Health Insurer ID	Member No	Premiums Paid \$	Aust Govt Rebate rec'd	Benefit Code	Other Beneficiaries
B	C	J	K	L	

## CHECKLIST OF TAX INFORMATION – SUPPLY WHERE RELEVANT

### INCOME

- PAYG Payment Summaries**  
Attach copies of all PAYG Payment Summaries (Group Certificates)
- 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 Number	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 Amt	Franked Amt	Imputation Credit

Additionally, please provide us with your Holder Reference Number. We will keep track of your share movements for Capital Gains purposes.

- Managed Funds**  
Any trust distributions/managed funds received – provide annual tax statement
- 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
  - 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 for the year, including the following:
- |                       |          |
|-----------------------|----------|
| Advertising           | \$ _____ |
| Cleaning              | \$ _____ |
| Council Rates         | \$ _____ |
| Water Rates           | \$ _____ |
| Gardening/Lawn mowing | \$ _____ |

Insurance	\$ _____
Land Tax	\$ _____
Repairs & Maintenance	\$ _____
Strata Levies	\$ _____

**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 / school building fund)
- Tax Agent Fees
- Income Protection Insurance

**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.