

## Individual Income Tax Return Checklist

### Income

- PAYG Summary Statement
- Lump Sum Payments  
(eg. Employment Termination Payments)
- Summary of Investments
- Bank Statements  
(detailing interest earned and term deposits)
- Share Dividend Statements
- Trust Distribution Statements
- Managed Fund Annual Tax Statement(s)
- Buy / Sell Contract Notes  
(if any shares / investments sold)
- Social Security Summary Statements
- Employee Share Scheme Statements
- Documentation of Foreign Source Income /  
Foreign Assets or Property

### New Clients

- Prior Year's income tax return
- Prior Year accountancy fees

### Deductions

- Motor Vehicle & Travel Expenses – Appendix A
- Receipts of work related expenses
  - Details of depreciable assets bought during the year.
  - Details and receipts for home office expenses
  - Professional journals / trade magazines
  - Professional memberships / subscriptions
  - Receipts for continuing professional development courses and seminars
  - Receipts for self-education expenses
  - Receipts for protective clothing, uniform expenses, tools and equipment, and travel
  - Receipts for any other work-related deductions
- Expenditure incurred in earning interest, dividend and other investment income  
(eg. investment advice fees, funds borrowed to purchase investments)
- Receipts of donations to charities
- Receipts of Income Protection Insurance

### Other Information

- Private Health Insurance Statement
- Details of Medical Expenses  
(If total exceeds \$2,120 after Medicare and private health rebates)
- Spouse Details – Appendix B
- Investment Property – Appendix C
- Bank Account Details  
(BSB, Account Number & Account Name)

## Motor Vehicle & Travel Expenses – Appendix A

### Hire Purchase / Lease

Did you have a motor vehicle under Lease / Hire Purchase                      Yes / No                      If Yes, provide copy

If yes, was it a Novated lease through your employer?                      Yes / No

### Log Book

Did you keep a logbook for a 12 week period during this year?                      Yes / No

Did you keep a logbook for a 12 week period in the last 5 years?                      Yes / No

Have your driving patterns changes by more than 10% since the last logbook period?                      Yes / No

What is the Business usage (%) of motor vehicle                      \_\_\_\_\_ %

### Motor Vehicle Details

Make and Model of Motor Vehicle                      \_\_\_\_\_

Date of Purchase:                      \_\_\_\_\_

Purchase Price of Car                      \$ \_\_\_\_\_

Engine Capacity in litres (eg 1.8 Litres)                      \_\_\_\_\_ litres

Car Registration Number                      \_\_\_\_\_

Total Kilometres Travelled                      \_\_\_\_\_ Kms

## Motor Vehicle & Travel Expenses – Appendix A (Continued)

### Motor Vehicle expenses

Fuel Costs	\$
Repairs and Maintenance	\$
Registration Costs:	\$
Insurance (including CTP)	\$
Car Wash	\$

### Travel Costs

Taxi	\$
Buses	\$
Tolls	\$
Parking	\$
Flights	\$
Accommodation	\$
Other	
	\$
	\$
	\$

**Spouse Details – Appendix B**

**Spouse Family Details**

What is your Marital Status? Single / Married / De Facto

If married, did you get married during the financial year? Yes / No

• Date of Marriage .....

Spouse's Name: .....

Spouse's Date of Birth .....

Spouse's Taxable Income .....

**Dependants Details**

Dependants Name	Date of Birth	Income (if any)
.....		
.....		
.....		

<b>Investment Property Details – Appendix C</b>
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*Please copy this schedule for more than one property. To be completed for each property.*

**Property Address:**

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Weeks Rented this financial year? \_\_\_\_\_ weeks

Was this property purchased this financial year?	Yes / No	If Yes, please provide settlement sheet in relation to purchase
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Was this property sold this financial year?	Yes / No	If Yes, please provide settlement sheet in relation to sale
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**Information Required**

- |  |                                   |
|--|-----------------------------------|
| ▪ Annual Agent Statement (detailing income)    | Details Attached / Not Applicable |
| ▪ Advertising for Tenants                      | Details Attached / Not Applicable |
| ▪ Bank Charges                                 | Details Attached / Not Applicable |
| ▪ Body Corporate / Strata Fees                 | Details Attached / Not Applicable |
| ▪ Council Rates                                | Details Attached / Not Applicable |
| ▪ Gardening/Lawn Mowing                        | Details Attached / Not Applicable |
| ▪ Insurance                                    | Details Attached / Not Applicable |
| ▪ Loan Statement for the entire financial year | Details Attached / Not Applicable |
| ▪ Land Tax                                     | Details Attached / Not Applicable |
| ▪ Legal Fees                                   | Details Attached / Not Applicable |
| ▪ Pest Control                                 | Details Attached / Not Applicable |
| ▪ Repairs and Maintenance                      | Details Attached / Not Applicable |
| ▪ Travel Costs                                 | Details Attached / Not Applicable |