

Client Income Tax Return Checklist

PERSONAL DETAILS

- Home Address changed?
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- Postal Address changed?
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- Occupation changed?
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- Contact telephone numbers changed?
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- Electronic Funds Transfer of Your Refund?
 - Bank BSB No.....
 - Bank Account No.....
 - Account Name.....
- E-mail Address
.....
- Forward Tax Return in PDF Format?
Yes/No
- Password for PDF Documents
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INCOME

- Government Pensions & Allowances
- PAYG summaries for Salaries/ Wages
- Lump Sum & Termination Payments
- Other pensions &/ or annuities
- Allowances (eg car, uniform, etc)
- Interest, Rent & Dividends (Annual Statements)
- Distributions from Partnerships or Trusts (Annual Statements)
- Details of any assets sold that were either used for income earning purposes or may be caught for CGT

WORK-RELATED EXPENSES

- Union Fees
- Subscriptions to trade, professional or business associations
- Magazine and newspaper subscriptions
- Seminars/ Conferences
- Income Protection Insurance (excluding death and total/ permanent disability)

SELF EDUCATION EXPENSES

- Course Fees, student union fees, travel and tutorial fees, stationery/ text books
- Interest on borrowings used to pay for any deductible self education expenses

CHECKLIST OF OTHER POSSIBLE DEDUCTIONS

- Travel expenses
- Clothing expenses, compulsory / non-compulsory (and registered) occupational specific and protective clothing
- Award transport allowance claims
- Bank and government charges on income and deductible expenditure
- Bridge/ road tolls (travelling on business)
- Car parking (travelling on business)
- Conferences, seminars & conventions
- Depreciation of library, tools, business equipment (eg proportion home computer)
- Gifts/ donations
- Home office expenses (records of business use)
 - Cleaning
 - Heating/ Cooling
 - Lighting
 - Telephone
- Interest on loans for equipment or income earning investments
- Overtime meal allowances
- Motor vehicle expenses (business ie log book)
- Interest & dividend deductions
 - Account keeping fees
 - Ongoing management fees
 - Interest and borrowings to acquire shares
 - Advice relating to changing (not setting up) investments
- Rental Property expenses
 - Advertising expenses
 - Council/ water rates
 - Emergency Services Levy
 - Insurance
 - Land tax
 - Legal Expenses/ management fees
 - Repairs & maintenance
 - Telephone expenses
 - Travelling to inspect property
- Tax agent fees/ financial planning fees
- Telephone expenses (business)
- Tools of trade
- Sun protection

OTHER MATTERS/REBATES

- Details of contributions to complying super fund for spouse
- Super contributions by sole traders / substantially unsupported taxpayers, include intention to claim deduction for super letter from super fund
- Family Tax Benefit – please supply statement of FBT received for the financial year if claiming from Centrelink etc. If a claim is to be made on tax return, details of spouse's & children's DOB & income needed.
- Private health insurance Annual Statement
- Details of medical expenses if net > \$1,500
- HECS/Student financial support scheme statement
- Medicare Exemption/Reduction Certificate
- Pension
- Superannuation Co-contribution details

GST OBLIGATIONS PAYG/BAS/IAS

- Copies of all BAS/ IAS lodged for the current and prior financial year
- Any other ATO Advices

ASK US ABOUT OUR FINANCIAL PLANNING & BUSINESS PLANNING SERVICES

- Superannuation/Retirement Planning**
- Leasing**
- Salary Packaging**
- Home Loans**
- Investment**
- Negative Gearing**
- Starting a Business**
- Buying a Business**
- Trusts/Companies**
- Business Expense Insurance**
- Investments to Create and Protect Wealth**
- Investment Reviews**
- Social Security Planning**
- Savings Plans**
- Tax Minimisation Strategies**
- Tax Effective Investments**
- Buying and Selling Shares**
- Self Managed Super Funds**
- Business Loans**
- Wealth Protection – Life, Income Protection and Trauma Insurance**
- Other**