



## Individual Tax Return Checklist – Year End

Name of taxpayer: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

| Information  | Information Provided   | Not Applicable   |
|--|--|--|
| <b>Income</b><br>PAYG payment summaries (group certificates)<br>Lump sum payments & ETPs<br>Partnership & trust distribution statements<br>Foreign source income details<br>Bank statements & term deposits stating interest earned<br>Dividend statements<br>Employee share scheme statements<br>Managed fund annual tax statement including capital gains<br>Capital gains (buy/sell contracts for shares & property sold) | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Work-related Deductions</b><br>Motor vehicle deductions (logbook or cents per kilometre)<br>Details of home office expenses<br>Professional memberships/subscriptions/union fees<br>Receipts for courses, seminars & training<br>Receipts for self-education expenses<br>Receipts for other work-related deductions such as protective clothing, uniforms, tools and equipment  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| <b>Other Deductions</b><br>Donations of \$2 and over to registered charities<br>Expenditure incurred in managing tax affairs (tax agent's fees)<br>Expenditure incurred in earning interest, dividend and other investment income (investment loans & fees)<br>Income protection insurance premiums  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |

| Information   | Information Provided   | Not Applicable   |
|---|--|--|
| <b>Rental Properties</b><br>Period property was rented out during the income year<br>Rental property statement (if managed by property agent)<br>Rental income & expenditure (if not managed by property agent)<br>Out of pocket expenses such as water, land tax and insurance<br>Details of assets bought or disposed of during financial year<br>Details of any capital improvements made on property<br>Disposal of property during the financial year (buy/sell contracts & settlement statements) | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Offsets/Rebates</b><br>Details of any superannuation contributions for spouse<br>Zone rebate (only claimable for zone residents)<br>Details of dependants (date of birth and income)<br>Private health insurance statement   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| <b>Business Income (Sole Trader only)</b><br>Business income & expenditure details (cashbook, MYOB etc)<br>Copies of PAYG summaries for employees<br>Details of any government grants, rebates or payments received<br>Details of superannuation contributions for employees<br>Details of any business assets purchased during financial year<br>Business bank & loan statements<br>Notice of superannuation contributions for self-employed persons   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Other Information</b><br>Bank account details<br>Spouse income<br>Child support documents<br>Any other information that you think is relevant  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |