

# Individual Tax Return Checklist

When you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.

## Investment related deductions

- Interest / fees on borrowing for investment purposes (bring statements)
- Asset purchase / sale agreements

## Employment income deductions

- Schedule of work related expenses from ATO
- Receipts or evidence of work related deductions eg car/travel/laundry/meals

## Offsets

- Sole parent/spouse/housekeeper/low income/aged persons
- Spouse contributions to superannuation
- Superannuation pension rebates
- Private health insurance statement
- Medical receipts (if spent more than \$1,500)
- Imputation credit information from dividend statements

## Investment property

- Water charges
- Bank fees
- Details of when property was rented, including any rental or Agents statements
- Date when property was purchased
- Capital costs
- Interest on loans
- Advertising fees
- Agent fees
- Body corporate fees
- Borrowing expenses
- Cleaning and general maintenance expenses
- Council rates
- Gardening/lawn mowing fees
- Insurance premiums paid
- Land tax details

## Income earned statements

- Deductible amount for pensions/annuities
- Payment summaries
- Capital Gains Tax statements
- Lump sum payments eg Eligible Termination Payment statements
- Social security, pensions, allowance statements
- Trust distribution statements
- Tax statements from Fund managers
- Bank statements - showing interest and fees
- Share dividend statements
- Contract notes for buy/sell transactions
- Tax statements from stockbrokers
- Income stream statements
- Life insurance Bonus Policy statements

## Other deductions

- Superannuation if self employed
- Receipts of gifts/donations to charity
- Receipts of self education expenses eg books, computer costs, car expenses
- Financing lease statements
- Income Protection premiums (bring statements)

## Other useful information

- Credit card statement
- Bank statements (with account name and number, BSB number)
- Cheque butts
- Loan statements
- Previous year's accountants fees
- Last year's tax return
- Prior year tax losses
- Any tax credit vouchers