



## **Individual Tax Return Checklist**

### Income:

- Brief Job Description
- Payment Summaries
- Employment Termination Payment Summary
- Super Lump Sum or income stream Payment summary
- Bank interest
- Dividend statements
- Employee Share Scheme document
- Annual Tax Statement from Managed Funds
- Foreign Income or pensions
- Rental income
  - o Rental Statement (annual or summarised)
  - o Council Rates
  - o Water Rates
  - o Insurance
  - o Body Corporate
  - o Loan Interest
  - o Depreciation Schedule
  - o Maintenance & Repair Receipts
- Small Business Income & Expenses
- Capital Gain Information
  - o Sale of Shares
    - Purchase Date & Price (including brokerage)
    - Sale Date & Price (including brokerage)
  - o Sale of Property
    - Purchase Date & Price (purchase contract)
    - Stamp Duty / Transfer Fees on purchase
    - Conveyancing Fees on purchase and sale]
    - Sale date & price (sale contract)
    - Real Estate fees for sale
    - Details & Receipts of any renovations or improvements



Expenses:

- Motor Vehicle
  - o Set Rate – 4 week diary of work related kms (total kms for year)
  - o Logbook – 12 week logbook of work related travel (valid for 5 years)
    - Petrol Receipts (totalled)
    - Registration & Insurance
    - Repair & Service Invoices (totalled)
    - Loan or Chatter Mortgage documents to calculate interest payments
    - Purchase documents to calculate depreciation
- Work-related Travel Expenses
  - o Parking
  - o Tolls
  - o Accommodation
  - o Airfares
  - o Taxi/Uber
- Uniform/Workwear expenses
  - o Logoed uniform
  - o Protective workwear (inc. Hi Vis)
  - o Work boots or protective footwear
- Self-Education Expenses
  - o Self-education expenses (for current job only) totalled
    - Course fees (exc. HECS)
    - Text Books
    - Travel to study, work to study
    - Stationary / Printing
- Other work-related expenses
  - o (Over \$300, must have receipts)
    - Union / Registration Fees
    - Subscriptions / Memberships
    - Tools (\$300+ depreciated)
    - Seminar / Conferences
    - Mobile – Monthly Plan x work related %
    - Internet – Monthly Plan x work related %
    - Books & Reference Materials (\$300+ depreciated)
    - Computer equipment & Software (for depreciation)
    - Home office:
      - 4 Week diary – Average weekly hours x no. of weeks x 52c
      - Actual expenses (running costs only) of home office
      - Heating, Cooling & Power (office floor area as a % of total floor area)
      - Office furniture (\$300+ depreciated)
      - Cleaning of office
    - Any other work-related expenses
- Donations (receipts must be kept)
- Tax Agent Fees
- Income Protection Insurance
- Personal Superannuation Contributions (with an 'Intent to claim superannuation' document for Superannuation Fund)
- Private Health Insurance Statement
- Spouse details & Income (taxable & exempt)
- Number of dependent children
- Bank Details for refund