



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
 - o Land tax
- Small Business Income & Expenses (summarised)
- 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 and depreciation



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)
 - Textbooks
 - 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