GIBSON & PARTNERS
CHARTERED ACCOUNTANTS

2017 Individual Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

Preferred Contact No: ______________________________

Email: ______________________________

Information	Information Provided	Not Applicable
Bank Account Details (required for direct payment of tax refund) ***Please complete attached declaration form***	☐	☐
Income		
Bank Account Details (required for direct payment of tax refund)	☐	☐
PAYG Summaries from employers (Group Certificates)	☐	☐
Government Allowances/Pensions	☐	☐
Annuity, Superannuation or Non-Government Pension and Lump Sum Withdrawals	☐	☐
Partnership and Trust distributions (including end of year tax statements or tax returns)	☐	☐
Gross interest earned (i.e. From bank accounts, term deposits and ATO)	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Capital gains including purchase and sale documentation (e.g. sale of shares)	☐	☐
Dividend statements including any dividend re-investments	☐	☐
Documentation regarding foreign source income, foreign assets or property	☐	☐
Any other income (e.g. termination payments, lump sums, commissions, jury duty, etc.)	☐	☐
Any other income information you think may be relevant	☐	☐
Work-related Deductions		
Work related motor vehicle claim (logbook, cents per km)	☐	☐
Other work related travel expenses (taxi, parking, airfares/accommodation, other)	☐	☐
Uniforms (occupation specific, corporate uniform, protective clothing, laundering)	☐	☐
Self-education (fees, books, stationery, travel, other)		
Other work related expenses (home office, professional subscriptions, union fees, books & journals, sun protection, tools & equipment, sickness & accident insurance, depreciating items over $300 including date of purchase, other)	☐	☐
Other Deductions		
Receipts for donations of $2 and over to registered charities	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent's fees)	☐	☐
Expenditure incurred in earning investment income	☐	☐
Income protection insurance premiums	☐	☐

Information	Information Provided	Not Applicable
Superannuation contributions (including Government co-contributions)	☐	☐
Other (if you are unsure about the eligibility of any deductions, please bring along details and they can be discussed during the interview)	☐	☐
Rental Properties		
Annual statement from property manager or records detailing rental income	☐	☐
Details of depreciable assets bought or disposed of during the year (including date)	☐	☐
Expenses incurred which are not detailed on the property manager annual statement (e.g. council rates, water rates, land tax, insurance, ESL, repairs etc.)	☐	☐
If property is held by more than one individual, please provide details of owners and their legal ownership percentages	☐	☐
If property was disposed of during the income year, settlement statements associated with the acquisition and disposal of the property	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Settlement statement and details of any new property purchased during the year	☐	☐
Period property was rented out during the income year	☐	☐
Offsets / Rebates/Other information		
HECS/HELP Statement	☐	☐
Details of any superannuation contributions for spouse	☐	☐
Details of spouse and dependants, including their age, occupation and income	☐	☐
Private health insurance statement	☐	☐
Copies of Instalment Activity Statements lodged	☐	☐
If Operating as a Sole Trader		
Cashbook stating all income and expenses, including records of drawings taken before the business takings were banked	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG Summaries for employees	☐	☐
Details of any Government grants, rebates or payments received	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (eg. trial balance, P&L and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐
Notice of superannuation contributions for self-employed persons	☐	☐

INDIVIDUAL
BANK ACCOUNT DETAILS DECLARATION
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2017

I, ... hereby provide my bank account details to Gibson and Partners to be included in my personal 2017 taxation return.

BSB: ....

Account: ....

Account Holder Name: ....

I declare that the above details are true and correct

SIGNED..DATED...............................

Privacy

Electronic Funds Transfer
Your bank account details will only be provided to the Australian Taxation Office to facilitate the electronic refund of any tax that is owing to you by the Australian Taxation Office and for no other purpose.

Disclaimer
Gibson and Partners accepts no responsibility if the details provided by you are incorrect.

Liability Limited by a scheme approved under Professional Standards Legislation

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CHARTERED ACCOUNTANTS

June 2017

Taxation 2017

Schedule of fees:

Salary & Wage return	From $290 including GST
Salary & Wage return including preparation of detailed expense schedules	From $420 including GST