

## 2019 Individual Tax Return Checklist

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

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

Preferred Contact No: \_\_\_\_\_

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

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

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