



Checklist for Individual Tax Returns & Rental Property

2021 (1 July 2020 to 30 June 2021)

Income

- Pay As You Go (PAYG) Summaries
- Foreign sourced income
- Partnership distribution
- Rental income
- Deductible amount for pension/annuities
- Capital Gains Tax statements (details of any assets sold)
- Lump sum payments e.g.: Eligible Termination
- 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
- Statement for income received from life insurance payments
- Cryptocurrency transactions

EMPLOYMENT INCOME DEDUCTIONS

- Receipts or evidence of work related deductions e.g.: tools, car, home office, travel, laundry
- Receipts for self-education expenses e.g.: fees, books, computer costs
- Union fees
- Car finance lease statements

Investment related deductions

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

OFFSETS

- Private health insurance statement
- Dependants – name, DOB, and legal responsibilities
- Zone details – if you live in a remote area you may be eligible for an offset
- Sole parent/spouse/housekeeper/low income
- Spouse details (income, DOB etc.)
- Superannuation pension rebates
- Medical receipts
- Imputation credit information from dividend statements



Checklist for Individual Tax Returns & Rental Property cont

2021 (1 July 2020 to 30 June 2021)

INVESTMENT PROPERTY

- Body corporate fees
- Cleaning
- Capital allowance (depreciation on plant)
- Interest on loans
- Legal fees
- Property agent fees/commission
- Stationery, telephone, postage
- Sundry rental costs
- Stationery, telephone, postage
- Sundry rental costs
- Advertising costs
- Borrowing expenses
- Council rates
- Gardening/lawn mowing
- Insurance
- Land tax
- Pest control
- Repairs and maintenance
- Capital works deductions (Building write off)
- Travel expenses
- Water charges
- Quantity surveyor's depreciation report - if available

OTHER DEDUCTIONS

- Tax agent fees
- Superannuation if self employed
- Receipts of gifts/donations to charity
- Financing lease statements
- Income protection premiums

DEPENDANTS DETAILS

- Amount of Family Tax Benefit received fortnightly

OTHER USEFUL INFORMATION

- Credit card statement
- Bank account name, number and BSB
- Loan statements
- Last year's tax return
- Prior year tax losses
- Details of any government debts (child support, Centrelink etc.)
- Tax credit vouchers

FOR NEW CLIENTS

- Last year's Notice of Assessment
- Your ABN
- Any PAYG instalments paid