



Checklist for Individual Tax Returns & Rental Property

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, phone bills
- ☐ 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

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