

Individual Income Tax Return Checklist

	Client 1	Client 2 (Spouse)
Full Name	_____	_____
TFN	_____	_____
Date of Birth	_____	_____
Address	_____	_____
Occupation	_____	_____

Income

- PAYG Payment Summary
- Lump Sum Payments
(e.g. Employment Termination Payments)
- Government Allowances/Pensions
- Super Income Streams/Lump Sums
- Bank Account/ Term Deposit Interest
- Dividend Distribution Statements
- Managed Funds/ Trusts Annual Statements
- Employee Share Scheme Statements
- Buy & Sell Contract Notes
(If any shares/investments sold)
- Rental Property (See Appendix A)

Deductions

- Work Related Expenses (See Appendix B)
- Travel Expenses
(To and from work/client premises)
- Home Office Expenses
- Motor Vehicle Expense (See Appendix C)
- Education Expenses
- Receipts of Donations to Charities
- Income Protection Insurance Premiums
- Deductible Personal Super Contributions
- Interest/Dividend Expenses
(e.g. Interest on borrowings, ongoing advice fees)
- Prior Year Tax Return Fees

Other

- Prior Year Tax Return (If Available)
- Private Health Insurance Statement
- Bank Account Details

Rental Property Details – Appendix A

Please complete this schedule for each rental property.

Property Address: _____

Weeks Rented Current Financial Year: _____

If property was purchased during the financial year, please provide settlement sheet in relation to the purchase.

If the property was sold during the financial year, please provide settlement sheets in relation to both the purchase and the sale.

Rental Property Details Required

Only include expenses not shown on annual real estate agent statement. Be sure to include the date and amount of the expense incurred. For example, \$140 plumbing costs on 14 June 2019.

- | | |
|---|---|
| <input type="checkbox"/> Annual Real Estate Agent Statement | <input type="checkbox"/> Gardening/Lawn Mowing |
| <input type="checkbox"/> Advertising for Tenants | <input type="checkbox"/> Insurance Premiums |
| <input type="checkbox"/> Bank Charges | <input type="checkbox"/> Interest on Loans |
| <input type="checkbox"/> Body Corporate/Strata Fees | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Cleaning Costs | <input type="checkbox"/> Agent Fees/Commissions |
| <input type="checkbox"/> Council Rates | <input type="checkbox"/> Repairs & Maintenance |
| <input type="checkbox"/> Depreciation Schedule | <input type="checkbox"/> Water Rates |

Work Related Expenses – Appendix B

Please include the description of the expense incurred, the date paid, the amount incurred as well as the estimated work-related use.

For example, Dell laptop purchased on 12 May 2018 for \$2,300 with 50% work-related use.

- | | |
|--|--|
| <input type="checkbox"/> Details of Depreciable Assets Purchased | <input type="checkbox"/> Telephone/Mobile |
| <input type="checkbox"/> Professional Journals/Trade Magazines | <input type="checkbox"/> Tools & Equipment |
| <input type="checkbox"/> Professional Memberships/Subscriptions | <input type="checkbox"/> Protective Clothing/Uniforms |
| <input type="checkbox"/> Professional Development Seminars | <input type="checkbox"/> Any Other Work-Related Deductions |

Motor Vehicle Expenses – Appendix C

Motor Vehicle Details

Make & Model _____

Date Purchased _____

Purchase Price _____

Registration Number _____

Total kms Travelled in Financial Year _____

Log Book Method (only available if a 12-week log book has been recorded)

If this is your first year claiming motor vehicle expenses using the log book method, did you keep a 12-week log book period during the financial year? Yes / No

If this is not your first year claiming motor vehicle expenses using the log book method, did you keep a 12-week log book period in the last 5 years? Yes / No

Have your driving patterns changed by more than 10% since the last log book period? Yes / No

What is the business percentage as per your log book _____ %
(work related kms in financial year / total kms travelled in financial year)

If you have kept a log book as per above, please provide details of motor vehicle costs incurred in the financial year.

- | | |
|--|--|
| <input type="checkbox"/> Fuel Costs | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Repairs & Maintenance | <input type="checkbox"/> Insurance (Including CTP) |

Cents Per km Method

If you did not keep a 12-week log book, you may still be entitled to claim work related expenses.

Please provide an estimate of work related kms travelled in the financial year. Work related kms include travel between work and client premises or between multiple workplaces but does not include travel to and from home.

Estimated work related kms in the financial year. _____ kms