

REGIONAL
TAXATION SERVICES
INDIVIDUAL TAX CHECKLIST

My Appointment;

Date:

.....

Time:

- Use this checklist as a guide to help you prepare for your Individual Taxation Return .
- Please tick what is relevant to you and include all supporting documents, invoices and receipts.

For new clients...

- PAYG Payment Summary (Group Certificate)
- Tax File Number
- Date of Birth
- Last year's Notice of Assessment
- Copy of Last year's Tax Return
- Your ABN



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
- Statement for income received from life insurance payments
- Income stream statements

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

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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
- Imputation credit information from dividend statements

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
- 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 contributions made
- Receipts of gifts/donations to charity
- Financing lease statements
- Income protection premiums

Other useful information

- Credit card statements
- 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.)

