



2021 INDIVIDUAL TAX RETURN CHECKLIST
TO HELP US COMPLETE YOUR TAX RETURN EFFICIENTLY
PLEASE
WORK THROUGH THE FOLLOWING CHECKLIST

Client Name: _____

Contact No: _____

Information	Information Provided
<p>Income</p> <ul style="list-style-type: none"> • PAYG summaries eg from employers, Centrelink and/or superannuation funds <input type="checkbox"/> • Lump Sum payments (eg Employment Termination Payment) <input type="checkbox"/> • Trust distribution statement, including copy of the trust's tax return <input type="checkbox"/> • Managed fund annual tax statement and capital gains tax statement <input type="checkbox"/> • Partnership distribution statement, including a copy of the partnership's tax return <input type="checkbox"/> • Dividend statements <input type="checkbox"/> • Bank statements stating interest earned <input type="checkbox"/> • Term deposit statements stating interest earned <input type="checkbox"/> 	
<p>Capital Gains</p> <p>Please advise the following details for any capital gains assets (property, shares, trust units etc) disposed of during the year:</p> <ul style="list-style-type: none"> • Description _____ • Purchase date _____ • Purchase cost _____ • Date & amount of any additional asset expenditure _____ • Sale date _____ • Sale proceeds amount _____ 	

<p>Work-Related Deductions</p> <ul style="list-style-type: none"> • Details of depreciable assets bought during the year (eg laptops) • Professional journals/magazines • Professional memberships/subscriptions • Receipts for continuing professional development courses and seminars • Receipts for self-education expenses • Receipts for other work related deductions such as protective clothing, uniform expense, travel, telephone/mobile, internet, union fees etc. • Vehicle logbook for motor vehicle expenses (if using the logbook method) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Other Deductions</p> <ul style="list-style-type: none"> • Receipts for donations of \$2 and over to registered charities • Expenditure incurred in managing tax affairs (eg tax agent's fees) • Expenditure incurred in earning investment income • Income protection insurance premiums 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Rental Properties</p> <ul style="list-style-type: none"> • Date when property was purchased • If property held by more than one individual, please provide details of owners and their legal ownership percentage • Period property was rented out during the income year • If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property • Annual statement from property agent (if engaging the services of an agent) • Expenses incurred, which are not detailed on the property agent annual statement, such as water charges, land tax and insurance premiums • Records detailing rental income (if <u>not</u> engaging the services of an agent) • Records of expenses relating to the property (if <u>not</u> engaging the services of an agent) • Loan statements for property showing interest paid for the income year • Details of depreciable assets bought or disposed during the year <p>Note: Depending on when your rental property was constructed you may need to obtain a Quantity Surveyor's valuation. We will, however, discuss this with you at the time of your interview.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Offsets/Rebates</p> <ul style="list-style-type: none"> • Details of any superannuation contributions for spouse • Details of dependents, including their age, occupation and income • Private health insurance statement (if insurance is held with your partner please state who is the primary holder and provide the age of your partner) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Medical</p> <ul style="list-style-type: none"> • If you have private health insurance please provide an end of year statement from the fund 	<input type="checkbox"/>

If Operating as a sole trader

- Cashbook, which includes records of drawings taken before the business takings were banked
- Copies of Business Activity Statements lodged
- Copies of PAYG summaries for employees
- Details of any Government grants, rebates or payment received
- Details of superannuation contributions for employees
- Details of any assets purchased, including date of purchase and amount (Eligible assets may qualify for the Small Business and General Business Tax Break)
- Payments of salaries and superannuation to associates
- Records from accounting software (eg trial balance, P&L and balance sheet)
- Statement of all liabilities of the business
- Notice of superannuation contributions for self-employed persons:
Please supply the following:
 - Fund name _____
 - Policy Number _____
 - Amount _____