

Income Tax Checklist

Use this checklist to help you get all the supporting documents together for your Tax Return

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 eg: Eligible Termination
- Social security, pensions, allowance statements
- Trust distribution statements
- Tax statements from fund managers
- Bank statement – 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

Employment income deductions

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

Investment related deductions

- Interest/fees on borrowing for investment purposes
- Asset purchase/sale agreements

Offsets

- Private health insurance statement
- Dependents – 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
- Disability aids/aged care costs
- Imputation credit information from dividend statements

Investment property

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

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Other deductions

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

Other useful information

- Credit card statement
- Bank account name, number and BSB
- Loan statements
- Details of any government debts (child support, Centrelink etc.)

Dependent Details

- Amount of Family Tax Benefit received fortnightly

For new clients

- Last year's tax agent fee
- Last year's tax return
- Prior year tax losses

Have any notes or queries? Use the space below and we will be more than happy to help you out.
