

BEWEISZER ACCOUNTING & TAX

"Here's a handy checklist to help you find everything you need to do your tax return"

Individual Tax Return Checklist

Please collect your receipts, tax invoices and documents for the items below – check them off when you've found them – this will make your tax return appointment faster and easier.

Investment related deductions

- ☐ Interest / fees on borrowing for investment purposes (bring statements)
- ☐ Asset purchase/sale agreements

Employment income deductions

- ☐ List of work related expenses from ATO i.e. tools, income protection insurance
- ☐ Receipts or evidence of work related deductions eg: car, travel, laundry, meals
- ☐ Union fees

Offsets

- ☐ Dependents – name, DOB, and legal responsibilities
- ☐ Evidence of children's (primary or secondary) school expenses (computer, books, etc.)
- ☐ Zone – if you live in a remote area you may be eligible for an offset
- ☐ Sole parent/spouse/housekeeper/low income/aged persons
- ☐ Spouse contributions to superannuation
- ☐ Superannuation pension rebates ☐ Private health insurance statement
- ☐ Medical receipts (if spent more than \$2,120)
- ☐ Imputation credit information from dividend
- ☐ Statements

Investment property

- ☐ Water charges

- ☐ Bank fees
- ☐ Details of when property was rented, including any rental or Agents statements
- ☐ Date when property was purchased
- ☐ Capital costs
- ☐ Interest on loans
- ☐ Advertising fees
- ☐ Agent fees
- ☐ Body corporate fees
- ☐ Borrowing expenses
- ☐ Cleaning and general maintenance expenses
- ☐ Council rates
- ☐ Gardening/lawn mowing fees
- ☐ Insurance premiums paid
- ☐ Land tax details

Income earned statements

- ☐ Foreign sourced income
- ☐ Partnership distribution
- ☐ Rental Income
- ☐ Deductible amount for pension/annuities
- ☐ Payment summaries
- ☐ Capital Gains Tax statements (details of any assets sold)
- ☐ Lump sum payments eg: Eligible Termination
- ☐ Payment statements
- ☐ Social security, pensions, allowance statements
- ☐ Trust distribution statements
- ☐ Tax statements from Fund managers

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- ☐ Bank statements - showing interest and fees
- ☐ Share dividend statements
- ☐ Contract notes for buy/sell transactions
- ☐ Tax statements from stockbrokers
- ☐ Income stream statements
- ☐ Life insurance Bonus Policy statements

Other deductions

- ☐ Tax Agent Fees
- ☐ Superannuation if self employed
- ☐ Receipts of gifts/donations to charity
- ☐ Receipts of self-education expenses eg: books, computer costs, car expenses
- ☐ Financing lease statements
- ☐ Income Protection premiums (bring statements) }

Other useful information

- ☐ Credit card statement
- ☐ Bank statements (with account name and number, BSB number)

NOTES:

- ☐ Cheque butts
- ☐ Loan statements
- ☐ Previous year's accountant's fees
- ☐ Last year's tax return
- ☐ Prior year tax losses
- ☐ Any tax credit vouchers

Dependants Details

- ☐ Baby Bonus – Baby's Name & DOB, if you had or gained legal responsibility of a child under five (after 30 June 2001)
- ☐ Amount of Family Tax Benefit received fortnightly

For new clients...

- ☐ Last year's Income Tax Assessment
- ☐ Your ABN
- ☐ Any PAYG Instalments paid