




2016 Tax Return Checklist



- yes
 no
 maybe

To maximize your deductions and ensure that your tax return is complete, please review the following items and advise your Accountant if any apply to you.

This is an electronic version of our checklist which allows you to fill it out, comment and attach files to it. Please tick the applicable check-boxes and using the attach icon,  attach any supporting documents you may have. To go to a detailed worksheet please click on the worksheet icon.  You can also insert comments to any part of the checklist by clicking the comment icon in Adobe Reader.  To navigate the checklist use the green buttons at the bottom of the page and once finished complete the form by clicking on Finish & Sign at the bottom of page 3.

Please email the completed copy of this form to: admin@crosbydalwood.com.au

Have any of your personal details changed, or are you a new client? (if so please fill out the client details form.)

Is your will up to date?

Would you like us to review your loans.

Will you require any finance in the next 12 months?

Do you need any assistance with a financial plan?

- To see if you are on track to meet your retirement goals; and/or
- To see if you are making the best use of your money; and/or
- To help create and protect your wealth; and/or
- To help work out whether a major financial goal is achievable

An initial meeting with one of our qualified financial adviser's is at no cost and no obligation. You have nothing to lose and everything to gain.

Full Name :

Please tick if applicable

INCOME – Please provide evidence

- Salary or wages
- Australian Government allowances payments and pensions like Newstart, age pension, youth allowance and Austudy payments
- Gross Interest
- Dividends
- Early Termination Payments ETP
- Employee share schemes
- Distributions from partnerships and/or trusts
- Capital gains
- Foreign source income (including foreign pensions) and foreign assets or property
- Rent
- Bonuses from life insurance companies or friendly societies
- Other income (please specify below)

DEDUCTIONS – Please provide evidence

- Work related car expenses
- Work related travel expenses?
- Work related uniform and other clothing expenses.....
- Work related self-education expenses
- Home office expenses
- Telephone/mobile phone
- Tools and equipment
- Subscriptions and union fees
- Gifts or donations
- Other deductions (please specify below)

Additional Information

Finish & Sign

2016 individual income tax return checklist

IF YOUR DETAILS HAVE CHANGED (OR IF YOU ARE A NEW CLIENT), PLEASE COMPLETE THE TABLE BELOW. OTHERWISE PLEASE LEAVE BLANK AND PROCEED TO THE CHECKLIST ITEMS

Full Name	
Tax File Number	
Date of birth	
ABN (if applicable)	
Address	
Address (postal) (Put 'as above' if the same)	
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
Main occupation	
Spouse name and TFN	

Rental Property Information

Address of Rental Property

Number of Weeks Available for Rent this year

Income

Gross Rent:	\$
Other Rental Income:	\$

Expences

Advertising for Tenants:	\$	Body Corporate Fees:	\$
Borrowing Expenses:	\$	Cleaning:	\$
Council Rates:	\$	Gardening / Lawn mowing:	\$
Insurance:	\$	Interest on Loan/s:	\$
Land Tax:	\$	Legal Fees:	\$
Pest Control:	\$	Property Management Fees/Commission:	\$
Repairs & Maintenance:	\$	Stationery, Telephone & Postage:	\$
Travel:	\$	Water Charges:	\$
Other: _____	\$	Other: _____	\$

Depreciable Items & Improvements/Construction costs

ITEM	DATE	COST
		\$
		\$
		\$

Motor Vehicle Information

Log Book Kept:	Yes	No
Period Covered by the Log Book:		
Motor Vehicle Make & Model:		
Total Km Travelled in Financial Year:		
Business Km in Log Book Period:		
Total Km in Log Book Period:		
Log Book calculation of Business Use %:		

How was the vehicle financed?	Lease	Paid Cash	Chattel Mortgage	Hire Purchase
Date sold (if applicable in this tax year?)	___ / ___ / ___		Sale Price:	\$

RUNNING COSTS	TOTAL FOR YEAR (including GST)	MONTHLY PAYMENTS
Fuel/Oil:	\$	Please attach, email or post to our office a copy of your Hire Purchase / Lease Agreement (if you haven't already).
Registration:	\$	
Insurance:	\$	
Repairs & Maintenance:	\$	
Lease Payments:	\$	\$
Hire Purchase / Chattel Mortgage Payments:	\$	\$
Interest Paid:	\$	
Services:		
Tyres/Battery:		
Membership Fees:	\$	
Parking & Tolls:	\$	