

Individual client checklist

When preparing to come and see us for your annual income tax return please bring along and of the following that is relevant to your circumstances:

Income

- ✳ Payment Summaries
- ✳ ETP or Lump Sum Payment Summaries
- ✳ Employee Share Scheme Payments
- ✳ Government Payments – Pension or Centrelink Summaries – if received
- ✳ Interest received from all bank accounts
- ✳ Dividend Statements for all dividends received or reinvested
- ✳ Managed Fund Annual Statements
- ✳ Rental Property Income and Expenses
- ✳ Business Income and Expenses
- ✳ Foreign Pensions or Other Income
- ✳ Capital Gains from the Sale of Investments

Deductions

- ✳ Motor Vehicle Expenses – Kilometres travelled or all expenses incurred if using logbook
- ✳ Work Related Travel information, including fares and accommodation
- ✳ New uniform purchased including safety or non-slip shoes
- ✳ Self-education and professional development information as it relates to your current employment
- ✳ Union or Professional Membership Fees and Subscriptions to Professional Resources
- ✳ Tools purchased, including date of purchase for items over \$300
- ✳ Seminar or Conference Costs
- ✳ Home Office Usage in hours per week
- ✳ Home Office Usage in hours per week during COVID-19
- ✳ Telephone, Home Computer and Internet, evidenced by a diary record for two weeks or other reasonable method of determining usage, together with monthly cost
- ✳ Tax related expenses (e.g. travel to and from tax appointments)
- ✳ Any other costs you believe are related to your income earning activities
- ✳ Donations to Charities or Building Funds – Lottery Ticket purchases are not deductible
- ✳ Income Protection Insurance
- ✳ Personal Superannuation Contributions – where income is from investment or business activity

Offsets and Refunds

- ✳ Private Health Insurance Statement or details of rebate entitlements (for armed forces employees)
- ✳ Spouse details including taxable and exempt income (where we do not prepare their return)

*The ATO no longer issue cheques for refunds.
Please ensure we have your up to date bank details.*