CrosbyDalwood
CHARTERED ACCOUNTANTS
BUSINESS & FINANCIAL ADVISERS

INDIVIDUAL CLIENT CHECKLIST

Please supply the following information:

Income

- ❑ Payment Summaries (Group Certificates)
- ❑ 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
- ❑ Telephone, Home Computer and Internet, evidenced by a diary record for two weeks or other reasonable method of determining usage, together with monthly cost
- ❑ 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)

Bank Account Details

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