2016 Individual Tax Return Checklist

Name of taxpayer:

Address:

Preferred contact no.:

| **Information** | **Information provided** | **Not applicable** |
| --- | --- | --- |
| **Income** |  |  |
| PAYG payment summaries (eg from employers) | [ ]  | [ ]  |
| Lump sum payments (eg employment termination payment) | [ ]  | [ ]  |
| Partnership distribution statement, including copy of partnership’s tax return  | [ ]  | [ ]  |
| Trust distribution statement, including copy of trust’s tax return | [ ]  | [ ]  |
| Documentation re foreign source income, foreign assets or property | [ ]  | [ ]  |
| Bank statements stating interest earned, including for term deposits | [ ]  | [ ]  |
| Dividend statements | [ ]  | [ ]  |
| Employee share scheme statements | [ ]  | [ ]  |
| Managed fund annual tax statement and capital gains tax statement | [ ]  | [ ]  |
| Buy/sell contract notes for shares (if any shares were sold) | [ ]  | [ ]  |
| **Work-related deductions** |  |  |
| Details of depreciable assets bought during the year (eg laptops) | [ ]  | [ ]  |
| Details and receipts for home office expenses  | [ ]  | [ ]  |
| Professional journals/trade magazines | [ ]  | [ ]  |
| Professional memberships/subscriptions | [ ]  | [ ]  |
| Receipts for continuing professional development courses and seminars  | [ ]  | [ ]  |
| Receipts for self-education expenses  | [ ]  | [ ]  |
| Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel | [ ]  | [ ]  |
| Vehicle logbook for motor vehicle expenses (if using the logbook method) | [ ]  | [ ]  |
| **Other deductions** |  |  |
| Receipts for donations of $2 and over to registered charities | [ ]  | [ ]  |
| Expenditure incurred in managing tax affairs (eg tax agent’s fees) | [ ]  | [ ]  |
| Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees) | [ ]  | [ ]  |
| Income protection insurance premiums | [ ]  | [ ]  |
| **Rental properties** |  |  |
| Date when property was purchased, including details of co-ownership if applicable | [ ]  | [ ]  |
| Period property was rented out during the income year | [ ]  | [ ]  |
| Records detailing rental income (annual statement from property agent, if engaging services of an agent) | [ ]  | [ ]  |
| Loan statements for property showing interest paid for the income year | [ ]  | [ ]  |
| Expenses incurred such as water charges, land tax and insurance premiums | [ ]  | [ ]  |
| Details of depreciable assets bought or disposed of during the year | [ ]  | [ ]  |
| Details of any capital works on the property | [ ]  | [ ]  |
| If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property | [ ]  | [ ]  |
| **Offsets/rebates** |  |  |
| Details of any superannuation contributions for spouse  | [ ]  | [ ]  |
| Details of medical expenses where the total exceeds $2,218 (after Medicare and private health fund rebates)  | [ ]  | [ ]  |
| Details of dependants, including their age, occupation and income | [ ]  | [ ]  |
| Private health insurance statement (and details of prepaid premiums) | [ ]  | [ ]  |
| **If operating as a sole trader** |  |  |
| Cashbook, which includes records of drawings taken before the business takings were banked | [ ]  | [ ]  |
| Copies of Business Activity Statements lodged | [ ]  | [ ]  |
| Copies of PAYG summaries for employees | [ ]  | [ ]  |
| Details of any government grants, rebates or payments received | [ ]  | [ ]  |
| Details of superannuation contributions for employees | [ ]  | [ ]  |
| Details of any assets purchased, including date of purchase and amount  | [ ]  | [ ]  |
| Payments of salaries and superannuation to associates  | [ ]  | [ ]  |
| Records from accounting software (eg trial balance, profit and loss, and balance sheet) | [ ]  | [ ]  |
| Statements of all liabilities of the business | [ ]  | [ ]  |
| Notice of superannuation contributions for self-employed persons | [ ]  | [ ]  |
| **Other information** |  |  |
| Copies of Instalment Activity Statements lodged | [ ]  | [ ]  |
| Any other information that you think is relevant | [ ]  | [ ]  |