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 |  |  |