

# INFORMATION FOR TAX RETURN CHECKLIST

## INCOME:

1. **PAYG Payment Summary** (including pensions) Yes  No
2. **Other Salary income:** (includes any directors' fees, commissions etc.) Yes  No
3. **Termination Payments** (if you received a lump sum termination please provide Employment Termination Statement – ETP Statement)  
Applicable Yes  No
4. **Interest** (money received on your bank accounts) Yes  No   
If yes, please provide Name of bank, account number and total interest received
5. **Dividends** Yes  No   
If yes, Please provide copies of dividend statements of income received. Also note that if you are on the **dividend reinvestment plan (DRP)** which means you don't physically get the money in the bank [the company uses that money to buy you more shares] that this is still income and must go in your return.
6. **Trusts and Partnerships:** Yes  No   
(i.e. example of trusts is BT funds, Merrill Lynch, AXA etc.). Name of trust or partnership – Please provide documents (including year end Tax Statements) to show income from the funds you list.
7. **Capital Gain:** Did you sell any assets such as shares or property which were acquired on or after 20 September 1985.  
Applicable Yes  No   
If yes then please provide documentation of when it was purchased / cost and also documents on sale / funds received etc.
8. **Rental Income:** Yes  No   
Please attach details of the rent received and all expenses in their separate categories. Please supply settlement sheets and purchase documents for property acquired after 1<sup>st</sup> July 2010. Should you require the services of a Quantity Surveyor for a depreciation report please contact us.
9. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories - please provide details.)

**DEDUCTIONS:** Please ensure you are able to substantiate all claims, even if less than \$300.

1. **Motor Vehicle:**

Did you use your own car for business / work purposes through the year:

Yes  No

If yes then please provide one of the following:-

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)  
Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

If you have a **loan** for the vehicle please provide details of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract.

If you had a **lease** for your vehicle please provide figures of your lease payments.

Kilometres Method: You haven't kept a log book but use your car for work. Let us know how many kilometres you would have travelled for work and the car engine size (eg 3 litre). The maximum the tax office allows you to claim is 5000 kilometres.

1/3<sup>rd</sup> Business Use/12% Method: Did you travel more than 5,000 business kilometres during the year [but you have not kept a log book]?

Yes  No

If yes, please contact your accountant to discuss the other options available.

2. **Work Uniform:** Do you have to wear a logo uniform or protective clothing?

Yes  No

If yes were you out of pocket through the year for purchasing any new items (if so please provide details).

3. **Other Work Related Deductions:-**

- Diary / stationary / work materials
- Union fees / professional bodies
- Sickness & accident insurance / income protection
- Donations / school building fund
- Seminar costs or self education

4. **Other:** Please provide details of any costs you incurred that were **directly related to your job.**

## REBATES:-

### 1) **Private Health Insurance:-**

Do you have private health insurance Yes  No

If yes please provide us with copy of the health fund statement they send you after the end of the financial year, this will tell us if you are entitled to a rebate.

### 2) **Spouse**

- Did you have a spouse for the full financial year Yes  No
- Did your spouse earn any income (including interest) during the financial year Yes  No
- Does your spouse receive any benefits from Centrelink Yes  No

### 3) **Superannuation:**

- a) Are you self employed, if yes please provide details of contributions you made to your superannuation for the financial year.
- b) Have you made any personal contributions to your superannuation fund? If so you may be entitled to super co-contributions (conditions apply). We do not require any information for your tax return as the process to claim this is automatic between the Australian Taxation Office and your superfund upon lodgement of your tax return.
- c) Have you made superannuation contributions on behalf of your spouse?

4) **Medical Expenses:** You may be entitled to a rebate for out of pocket expenses on medical. (This means if you are in a private health fund, the portion of which you don't get money back.) (Medical Expenses cannot include any cosmetics.) Please also provide your medicare number to assist with this calculation.

5) **OTHER:** Any other information which you are unsure of, or which you would like us to be aware of.