

This checklist list information required to prepare income tax returns for this year.  
Please ensure that you review and have all the information available when we complete your next tax return.

### Tax Return Essentials

- Your full name
- Tax File Number/ABN
- Date of Birth
- Occupation
- Bank account details
- Residential and postal address
- Email address
- Telephone number
- Your spouse's name, DOB & Taxable Income
- Number of dependent children & ages
- Private Health Insurance statement
- Last year's tax return (new clients only)



### Income from Working/Pensions

- PAYG payment summaries (Group certificates)
- Lump sum and Eligible Termination payments
- Centrelink income, Government and Super pensions
- Employee Share Schemes

### Work related deductions

- Vehicles: Log book, Interest on loans, insurance, fuel, services, rego, tyres, km's travelled
- Travel: Domestic & International, parking at clients
- Uniform: Protective clothing, dry cleaning/laundry
- Self-education – study detail & costs
- Other: Mobile phone, home phone, books, computer, internet, subscriptions, tools/equipment, (electricity), stationery/printing, home phone, seminars/courses, union fees, etc
- Receipts of gifts/donations to charities
- Ongoing Tax Financial advice fees
- Last year's accounting fees (new clients only)
- Income protection premiums

### Income from Investments

- Bank interest statements
- Trust distribution statements
- Managed Fund annual statements
- Share dividends
- Capital gains tax statements e.g. Share Trades
- Asset sale documents

### Income from Overseas

- Foreign salary & tax credit
- Foreign rental property income & expenses
- Foreign pensions received

### Investment Properties

- Total rent received
- Borrowing expenses
- Mortgage interest
- Council & water rates
- Capital improvement costs
- Depreciation reports
- Cleaning & gardening
- Insurance
- Repairs & maintenance
- Real Estate Agent Tax Summary
- Interest on borrowing for investment purposes

### Income from Business/Self Employed

- Cash Book/ Invoice Book
- Bank statements for financial year
- Profit and Loss

### Business Expenses

- Insurance
- Rent on business premises
- Wages and payments to contractors
- Business vehicle expenses
- Other costs: Materials, tools, advertising, phone, stationery, printing, bookkeeping, etc

### Other Deductions

- Superannuation contributions (Self-employed)

Please call any one of our offices on:

Canning Vale (08) 6145 1500, Joondalup (08) 9400 8400, Marmion (08) 9246 9055 or Mandurah (08) 9535 5121