

2010 Individual Tax return checklist

You may use this checklist to assist us with the efficient preparation of your income tax return(s).

We do not need to view receipts, so we suggest that a summary in Word or Excel of all income and known expenses shall help minimise our time and your cost.

i) Income

- i) Pay as you go (PAYG) payment summaries from all your employers
- ii) Any Centrelink or Family Tax Payments details
- iii) Eligible termination payments (ETP)
- iv) Bank interest received
- v) Business income (please refer to the business income schedule)
- vi) Dividends received (including Franked, Unfranked, Imputation Credits, TFN's)
- vii) Managed funds or trusts – year end tax statement which dissects all categories of income, tax credits and expenses, capital gains
- viii) Rental property – year end agent report, together with any additional expenses incurred such as council rates, R&M, Land Tax, tax depreciation reports, interest paid, borrowing costs, bank charges, travel etc.
- ix) Capital gains – property or shares – please provide both purchase and sale of assets documents, including solicitor's settlement sheets.

ii) Expenses

- Motor vehicle expenses
- Travel expenses – tolls, parking, business travel airfares, accommodation etc.
- Purchase and Maintenance of uniform or protective clothing
- Self-education expenses
- Other expenses – home office, mobile phone, computers, laptops etc, other.
- Interest or dividend deductions
- Sickness and accident / Income Protection expenses
- Gifts or donations to registered charities
- Net Medical Costs > \$1,500 (after Medicare rebate and private health policy rebate)
- Expenditure from 1.07.09 to 30.06.10 on tools of trade, text books, learning aids for your children, including whether they were in primary or high school.
- Prior year tax agent fees

iii) Other Information

- If first year with our office please ensure that you provide a copy of your prior year income tax return, together with the tax depreciation schedule.
- Your spouse's income details, TFN and D.O.B.
- D.O.B. and full names for your children
- Private health insurance – year end tax letter from your health fund