

## 2017 Individual Tax Return - Check List

### Personal Information

**Tax File Number (TFN):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

Title, Given Names and Surname

**Street Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone number (H)** \_\_\_\_\_ **(M)** \_\_\_\_\_ **(W)** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Medicare Card No:** \_\_\_\_\_

**Names of dependent children in your care, their date of birth & incomes (if applicable)**

Name	DOB	Income
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

**Your Spouse/Defacto Details:**

Spouse Name: \_\_\_\_\_ Spouse Date of Birth: \_\_\_\_\_

Taxable Income: \_\_\_\_\_ Married for the full year: \_\_\_\_\_

**Financial Institution Details:**

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_

(The Australian Taxation office will no longer issue a cheque for tax refunds; you must provide a valid bank account)

## Income

- PAYG Payment Summaries** - Include one for each employer during the financial year
- Other salary income** - Did you receive any termination payments, lump sums, director fees, commissions, bonus, Australian Government Pensions, Superannuation income streams, allowance (like newstart, youth allowance and austudy payments) etc?
- Interest** – Tell us the interest on each of your bank accounts and term deposits
- Shares, Rental Income, Trusts and Managed Funds** – See investments section
- Capital gains** - Did you sell any assets (eg, shares or properties) that were acquired after 20<sup>th</sup> September 1985?

We need to know:

Purchase - Price & Date \_\_\_\_\_ Sale - Price & Date \_\_\_\_\_

Purchase - Stamp Duty \_\_\_\_\_ Sale - Agents Commission \_\_\_\_\_

Purchase - Legal Fees \_\_\_\_\_ Sale – Legal Fees \_\_\_\_\_

- Other income** – Such as jury duty, sole trader business or partnership income?

Business Name \_\_\_\_\_ ABN \_\_\_\_\_

## Investments

- Rental properties** - You will need to provide:
  - a) Rent Received during the financial year or statements from your estate agent.
  - b) Details of expenses such as:
    - Depreciation from an ATO compliant tax depreciation schedule
    - Interest on loans - you should provide the actual statements
    - Water and council rates
    - Travel expenses - you may have incurred to visit the property
    - Land tax
    - Agent management fees – you should have a statement
    - Repair costs – that are not included on your agent’s statement, provide invoices
    - Capital Improvements / New assets purchased
    - Insurances – including land lords insurance and building insurance
    - Prepaid interest (if applicable)
  - c) If you have purchased a new property during the financial year you will also need to provide purchasing details like loan establishment fees, solicitor’s settlement sheet, etc.

- Shares** – If you own any shares or sold any this financial year, we need the following:
  - A list of all the shares in your portfolio
  - A list of all the dividends received (Similar to below)
  - Details of any sales for the year – we need purchase & sale contracts.

Company Name	Qty of shares held	Total Dividend Payment	Date Paid	Unfranked Amount	Franked Amount	Imputation Credit

- If you have a margin loan for your shares, include statements that show the total interest paid and any interest paid in advance.

- Trusts/Managed Funds** - Managed funds and trusts will supply you with a Tax Summary showing any distributions.

## Deductions

- Motor vehicle** - Do you use your own car for work purposes? We need to know:

1) the number of work/business related kilometers traveled \_\_\_\_\_

**or** Details of the log book % (you need a log book every 5 yrs) \_\_\_\_\_

Fuel: \_\_\_\_\_ Rego: \_\_\_\_\_ Insurance: \_\_\_\_\_

R&M: \_\_\_\_\_ CTP: \_\_\_\_\_ Other: \_\_\_\_\_

- Work uniform** – Only for Protective Clothing (eg boots) or items with a Corporate Logo.

Purchase Costs this year \_\_\_\_\_

No. of times worn per week \_\_\_\_\_

Other laundry/dry cleaning costs of your uniform \_\_\_\_\_

- Other work related deductions - Do any of the following costs relate to you?**
  - Diary, stationary, or work materials  
\_\_\_\_\_
  - Income protection insurance  
\_\_\_\_\_
  - Donations to an ATO approved charity  
\_\_\_\_\_
  - Home office costs (% of total) – Electricity \_\_\_\_\_ Gas \_\_\_\_\_
  - Home phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Internet \_\_\_\_\_
  - Union or Professional Fees  
\_\_\_\_\_
  - Subscriptions to trade magazines or investment books etc  
\_\_\_\_\_
  - Seminars and courses  
\_\_\_\_\_
  - Self education costs that relate to your current occupation  
\_\_\_\_\_
  - Computer/office equipment purchased – Description, Cost & Date  
\_\_\_\_\_
  - Sun-protection (glasses & sun cream) for outdoor workers  
\_\_\_\_\_
  - Work Related Travel Expenses – For example airfares accommodation, car hire, meals etc  
\_\_\_\_\_
  
- Taxation & Investment fees** – Costs include Taxation advice, investment review fees, margin loans to purchase shares etc \_\_\_\_\_
  
- Private health insurance** – provide the **Annual Tax Statement**
  
- Personal superannuation contributions** – If you made contributions in addition to the superannuation your employer is required to pay.
  
- Copy of prior year tax return** – New clients only