

# Individual Tax Return Checklist

## Details of Income earned

“✓” box where documents have been attached  
“-” box where not applicable

- PAYG Payment Summary/ies - Individual Non Business
- Details/supporting documentation of share/property purchases/sales
- Lump sum payments eg Eligible Termination Payment
- Social security, pensions, allowance documents/statements
- Details/supporting documentation of trust distributions
- Managed Fund investments income statements including annual tax statements from Fund Managers/Stockbrokers
- Bank statements (interest received and fees charged)
- Interest earned summary statements (Usually bank statements)
- Share dividend statements
- Superannuation statements, including rollover statements

## Rental Properties

- Provide details of rental income received, copies of agent's statements, annual summary
- Details of all expenditure incurred including: - 
  - \* Rates
  - \* Repairs & maintenance
  - \* Water
  - \* Insurance
  - \* Agents' commission/expenses
  - \* Body corporate

## Capital gains(losses)

- Where there has been a disposal of assets (Eg shares, property), provide Supporting documentation including asset description, date of

purchase/sale, and purchase/sale price

## **Deductions**

- Work-related expenses eg. Car/travel/clothes/laundry/meals
- Receipts of gifts/donations to charities
- Receipts for self education expenses eg. HECS fees/books/computer costs/car expenses
- Interest/fees on borrowing for investment purposes
- Details of income protection premiums for additional deductions
- Deductible amount for pensions/annuities
- Margin lending interest statements
- Investment related expenses eg. Seminars, reading materials, software
- Previous year's tax agent fees

## **Tax offsets**

- Sole parent/spouse/housekeeper/low income aged persons
- Statements on spouse superannuation contributions
- Superannuation pension rebates
- Annual Private health insurance statement
- Medical receipts (if spent more than \$1,500 after reimbursements)

## **Other**

- Details of PAYG, IAS payments made to the ATO during the year
- Backup of Quicken file
- Mortgage and other loan statements

- Leasing/hire purchase statements
- Life insurance Bonus Policy statements