



Northern Beaches Bookkeeping Solutions

Tax Return Checklist for Year End

..... Year

- ✓ Your Name
- ✓ Tax File Number/ABN
- ✓ Date of Birth
- ✓ Occupation
- ✓ Bank Account Details
- ✓ Home and Postal Address
- ✓ Email Address
- ✓ Telephone Number
- ✓ Your Spouse's Name and DOB
- ✓ Children's details and DOB

Income from Working/Pensions

- Group certificates/PAYG payment summaries for both
- Lump sum payments eg: Eligible Termination
- Centrelink, social security, pensions, allowance documents and statements

Deductions

- Receipts of work related deductions eg. clothing/laundry tools/car/logbook/mobile phone/subscriptions/travel
- Receipts of gifts/donations to charities/building funds
- Receipts of self-education expenses eg. books /computer costs/car expenses
- Tax & ongoing financial planning advice fees
- Last year's accounting fees

Income from Investments

- Bank interest and statements
- Trust distribution statements
- Managed Fund investments annual statements
- Share dividend statements/imputation credit info
- Buy/sell notes for share trades
- Capital Gains Tax statement
- Tax statements from stockbroker/financial planner

Deductions

- Interest & bank charges on borrowing for investment purposes or producing assessable income
- Union fees

Income from Overseas

- Foreign salary/wage income received
- Foreign tax paid
- Foreign rental property income
- Foreign rental property expenses
- Foreign investment income
- Foreign pensions received

Other useful information

- Last year's tax return
- Credit card statements
- Prior year tax losses
- Centrelink and Child Support Agency debts
- HELP, HECS, or SFSS debt balances
- Superannuation co-contributions
- Child support paid by you and your spouse

If You Have A Family

- Private health insurance statement
- Spouse contributions to superannuation
- Education tax refund expenses eg: computers
- Medical receipts (if spent more than \$2,000)
- Medicare and private health claims history reports

If You Have An Investment Property

- Total rent received
- Date property was purchased
- Number of weeks property was rented
- Bank fees & borrowing expenses
- Annual statement from property manager
- Capital costs
- Mortgage interest
- Advertising
- Property management fees
- Corporate body fees & strata levy
- Cleaning, gardening & lawn mowing
- Council & water rates
- Insurance & legal fees
- Depreciation reports
- Repairs & maintenance
- Purchase/sale document (if you've sold your property this year)
- Travel documentation to inspect property

Income from Business/Self Employed

- Cash Book/ Invoice Book/ Profit & Loss
- PAYG instalments and BAS Statements
- Bank statements for financial year

Expenses

- Tools & Materials
- Home Office Expenses eg: electricity/heating
- Insurance
- Rent on business premises
- Wages and payments to contractors
- Vehicle Expenses (if applicable to business)
- Other business costs eg. advertising/ stationery & printing/ bookkeeping etc
- Telephone
- Subscriptions

Asset Purchase or Sale Information

- Motor Vehicle purchase or sale
- Other Asset purchase/loan agreements
- Other Asset sale documents

Other Deductions

- Superannuation contributions
- Financing lease statements
- Income protection premiums
- Prior year tax losses