

2011 Individual Income Tax Return Information Checklist

Client name _____

Please ensure that you have enclosed the following:

Yes Not
Applicable

INCOME

General Income

- PAYG Payment Summaries
- Employment Termination Payment summaries
- Centrelink social security payments / allowances
- Annuities / allocated pensions
- Any other income
(including tips, director’s fees, foreign employment)

Investments

- Interest income (eg: bank accounts, term deposits)
- Dividend statements including dividend reinvestment plans (DRPs)
- Managed funds - annual tax and capital gains tax statements
- Shares and other investments – details of any sales / purchases during the year
- Public share buy backs (such as Santos)
- Details of loans used for the purpose of investment, including interest expenses
- Income from other sources (eg: partnership & trust distributions, estate, foreign source)

Rental Properties

- Details of income received (or rental summary from real estate agent)
- Details of any expenses paid in relation to the rental property including:
 - interest on loan/borrowings for property
 - description for all repairs and maintenance
 - insurance, agent fees, body corporate fees
 - land tax, water rates and council rates
- Details of assets purchased for the rental property, including date of purchase
- Purchase or sale of property – date, cost/sale price, associated costs (eg: stamp duty, legal fees, advertising & borrowing costs) Please also provide the settlement statement

Business Income (Self Employed)

- Income received and expenses in relation to production of income
- Details of equipment purchased for the business, including date of purchase/contract
- Details of equipment disposed/sold/traded in during the year, including date of sale

WORK RELATED EXPENSES

Car Expenses

- Did you use your private motor vehicle for work?
If YES, please provide following:
Car make, model & engine size _____
Cost price and date of purchase _____

Yes Not
Applicable

Car Expenses – Continued

- Business Kilometres travelled **if claiming cents per kilometre** _____ KMS
- Expenses (eg: registration, insurance, lease/hire purchase payments, petrol, repairs & maintenance, car washes)
- Log book (**Advise business usage %**) if applicable
- Is log book more than 5 years old? If yes, a new log book is required
- Has there been a significant change in travel patterns?

Other Expenses

- Work-related travel expenses (including work-related Citylink costs)
- Uniform, clothing, laundry, cleaning
- Self-education expenses (must relate to current work)
- Union fees, gifts and donations
- Personal and/or spouse superannuation contributions
- Income protection insurance premiums
- Subscriptions to work related organisations, technical journals
- Work related conferences, seminars and training courses
- Sunscreen, tools of trade
- Stationery (e.g.: postage, log books, diaries)
- Home office expenses - number of hours of work performed at home per week. (Note a 4 week diary must be kept to substantiate this claim.) _____ hrs / week
- Mobile phone/Internet – work related amount of expenses

OTHER DETAILS

- Private health insurance statement from Health Fund
- Spouse income, dependant details (full name, date of birth)
- Details of education expenses paid for dependants (*refer www.educationtaxrefund.gov.au*)
- Medical expenses - please provide summary of expenses incurred if **total out of pocket expenses exceeds \$2,000** (i.e. after refunds from Medicare and private health funds. Note: does not include expenses for purely cosmetic procedures)

Please confirm your contact details

Postal Address: _____

Mobile phone: _____

Email address: _____

Fax number: _____

PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR ATTACHED DOCUMENTS