

Individual Tax Return Checklist

Tick the box beside the items that apply to you

Client Name: _____

| Income | Investment Property continued... |
|---|--|
| Foreign sourced income | Insurance premiums paid |
| Partnership distribution/s | Date when property was purchased _____ |
| Personal services income | Settlement statement/s |
| Capital gains tax statements (details of assets sold) | Purchase/sale contracts |
| Lump sum payments (e.g. eligible termination) | Employment Related Deductions |
| Superannuation pension payment summaries | Motor vehicle expenses: |
| Trust distribution statements | a. Current log book percentage _____ and |
| Tax statements from fund managers | b. Running costs for the year _____ or |
| Interest income | c. Total work-related km travelled _____ |
| Share dividend statements | Work-related travel expenses |
| Tax statements from financial advisors | Work-related clothing/laundry |
| Payment summaries | Work-related telephone calls |
| Main occupation/title: | Subscriptions, union fees or professional memberships |
| | Do you work from home? If so, please provide average number of hours per week ¹ _____ |
| Investment Property | Books, journals or professional library expenses |
| Rental income | Other: |
| Land tax | |
| Cleaning and general maintenance expenses | |
| Water charges | |
| Borrowing expenses | Other Deductions |
| Capital costs | Superannuation |
| Interest on loans | Gifts/donations to charity |
| Agent/advertising fees | Deductible amount for pension/annuities |
| Gardening/lawn mowing fees | Purchase or repair of equipment used for work |
| Body corporate fees | Self-education expenses (e.g. books, computer costs, car expenses) |
| Details of when property was rented, including any rental or Agent's statements | Income protection premiums |
| Council rates | Finance statements on deductible borrowings |

Individual Tax Return Checklist

Investment related items

Interest/fees on borrowing for investments

Asset purchase/sale contracts and settlement statements

Buy/sell statements

Offsets

Superannuation pension rebates

Private health insurance statement

For new clients

Last year's tax return

Last year's accounting fees

Children's names and DOB

Bank account details (in case of refund)

Account Name:

BSB:

Account Number:

Personal details (only fill out if your personal details have changed)

Phone Number:

Email:

Address:

Additional Notes:

¹ Home office expenses for the year ended 30 June 2020 – There are three methods for claiming home office expenses during the financial year:

- Shortcut method (*ONLY available from 01 March 2020 to 30 June 2020*) – you can claim 80 cents per an hour worked from home for the additional expenses incurred such as electricity, lighting, heating, etc. at a fixed rate.
- Fixed rate method – you can claim 52 cents per an hour worked from home as per previous years.
- Actual cost method – you can claim a deduction for the actual running costs you directly incurred at a work-related portion of the actual expense.

Home office method/s can be selected to give the best deduction outcome for you.