Mitchell & Partners
CHARTERED ACCOUNTANTS

2017 Individual Tax Return Checklist

Please collect your receipts, tax invoices and documents for the items below as they apply to your individual circumstances. Tick the box beside the items that apply to you. This list is a guide only. If you consider that you have other tax related items to disclose, please provide the information. We will be happy to discuss this with you.

Income Earned Statements

- ❑ PAYG Payment Summaries
- ❑ Lump sum payments e.g. Eligible Termination.
- ❑ Social security, pensions, allowance statement e.g. Newstart, Youth Allowance, Austudy
- ❑ Superannuation Income Stream or Lump Sum statements
- ❑ Bank statements – showing interest received and fees paid
- ❑ Share dividend statements
- ❑ Employee Share Schemes (ESS) statements
- ❑ Partnership distribution
- ❑ Trust distribution statements
- ❑ Foreign sourced income
- ❑ Rental income
- ❑ Tax statements from Fund managers
- ❑ Tax statements from stockbrokers
- ❑ Life insurance Bonus Policy statements
- ❑ Income derived from business if registered under a personal ABN
- ❑ Other income e.g. foreign exchange gains, royalties, scholarships, jury service fees

Sales of Assets/Investments

- ❑ Contract notes detailing sale date and sale price
- ❑ Contract notes detailing purchase date and purchase price of asset sold

Investment Related Deductions

- ❑ Costs associated with purchase and sale e.g. sales commission, stamp duty
- ❑ Interest/fees on borrowing for investment purposes (bring statements)

Employment Income Deductions

- ❑ Self-education expenses e.g. fees, books, computer costs, travelling expenses, stationery
- ❑ Work related expenses, e.g. tools (stationery, equipment), telephone and internet (please consider business percentage), subscriptions
- ❑ Receipts or evidence of work related deductions, e.g. travel, laundry (only for those with occupation specific clothing), meals, motor vehicle (2 options – cents per kilometre method or log book method – please call to discuss)
- ❑ Union fees

Other Deductions

- ❑ Tax Agent fees
- ❑ Superannuation if self-employed or on behalf of your spouse
- ❑ Receipts for gifts/donations to charity
- ❑ Financing lease statements
- ❑ Income Protection premiums (bring statements)

Investment Property

- ❑ Water charges
- ❑ Bank Fees
- ❑ Details of when property was rented, including any rental or Agent's statements
- ❑ Date when property was purchased
- ❑ Capital costs
- ❑ Interest on loans
- ❑ Advertising fees
- ❑ Agent fees
- ❑ Body corporate fees
- ❑ Borrowing expenses
- ❑ Cleaning and general maintenance expenses
- ❑ Council rates
- ❑ Gardening/lawn mowing fees
- ❑ Insurance premiums paid
- ❑ Land tax details

For New Clients

- ❑ Copy of last year's tax return
- ❑ Last year's Income Tax Notice of Assessment
- ❑ Your ABN
- ❑ Any PAYG instalments paid
- ❑ Previous year's accountant's fees
- ❑ Copy of driver's licence

Other Useful Information

- ❑ Credit card statements
- ❑ Bank statements (with account name and BSB number)
- ❑ Overseas income details e.g. statements, tax returns (as Australian taxpayers are taxed on worldwide income with a credit for certain taxes paid overseas)
- ❑ Loan statements
- ❑ Annual private health insurance statement
- ❑ Medical expense receipts in respect of disability aids, attendant care or aged care <u>only.</u>
- ❑ Spouse taxable income details

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