

Individual checklist

| Checklist of items to be provided | Provided |
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| Please note this checklist is a general list aimed at covering most items but there may be further items also required that are not listed. We will never finish a tax return without speaking to your first to ensure we have covered all items | |
| Has your address changed? If so please provide details and date of change | |
| Has your relationship status changed? If so please provide details of spouse and date you moved in together or separated | |
| How many children are still living at home aged under 21 as at 30 June | |
| How many children are still living at home aged between 21 and 24 and studying full time as at 30 June | |
| Income | |
| We can normally access income statements from your employers, however as a guide to ensure we have all required information please list all employer's names | |
| Employee share scheme paperwork | |
| Bank account interest earnings End of year financial statements can be downloaded from most banks The banks uploads this information to the ATO, we should be able to access it by mid July each year, however some of the smaller banks, credit unions etc may not upload and if you have a different name to the bank account ie via marriage or separation, sometimes this information will also not be uploaded | |
| Dividend statements with payment dates between 1 July and 30 June | |
| Managed fund statements These are often not available until mid September each year | |
| Government payments are normally uploaded to the ATO for pensions and allowances by mid July each year and we will be able to access these We do not have access to family assistance records | |
| Distributions from trust or partnership This includes family trust where parents and relatives may have distributed to you | |
| Reportable fringe benefits | |

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| <p>The amount will be listed on your income statement, but we need to know what was packaged</p> <p>ie</p> <p>Car</p> <p>Mortgage</p> <p>Meals and entertainment card</p> | |
| | |
| <p>If you received a car allowance, we will need to know how much you were paid for each work kilometre travelled. You may be able to find this on your last payslip issued with a payment date just prior to 30 June</p> | |
| | |
| <p>Capital gains on asset sales</p> <p>Purchase and sale paperwork will be required, for any asset sold</p> <p>ie</p> <p>Shares including DRP paperwork</p> <p>Property</p> <p>Managed fund withdrawals etc</p> <p>We have often tracked this for existing clients since the purchase, hence please check with us if not sure.</p> <p>If you use a share platform such as Commsec you can normally download prior year and current year financial reports, which should cover the purchase and sale information</p> | |
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| Assessable amount released under First Home Super Saver scheme | |
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| Taxable scholarships | |
| | |
| Royalties | |
| | |
| Expenses | |
| | |
| Gifts and donation receipts to charities and or registered political parties | |
| | |
| <p>If you received a meal or travel allowance, we will need to know how much you were paid for each meal/travel allowance paid. You may be able to find this on your last payslip issued with a payment date just prior to 30 June</p> | |
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| Meal expense receipts if you received overtime meal allowances and you do not sleep away from home overnight | |
| | |
| Meal and accommodation receipts if travel involved an overnight stay that you were out of pocket for | |
| | |
| <p>Details of car driven for work purposes</p> <p>Make</p> <p>Model</p> <p>Registration number</p> | |

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| Details of work travel if you do not have a logbook | |
| Locations travelled from and too | |
| Number of trips to each location | |
| | |
| Logbook for car travel if you have newly completed a logbook | |
| The logbook must run for 12 consecutive weeks if for a passenger vehicle and 4 consecutive weeks if for a commercial vehicle | |
| A new logbook is required every 5 years or if the usage of the vehicle changes to what was detailed in the prior logbook | |
| | |
| If using a logbook we will need all car expense invoices/receipts | |
| Fuel receipts | |
| Registration | |
| Insurance policy documents and evidence of payments | |
| Repairs, servicing, insurance claims, tyres, car washing and other expense receipts | |
| Eftpos dockets and bank statements do not suffice | |
| | |
| Etag toll statements | |
| | |
| Parking receipts | |
| | |
| Uniform and or protective clothing invoices | |
| ie. Workpants, high vis clothing, workboots, logoed uniform, sunglasses, gloves | |
| | |
| Self-education expenses | |
| Course title and training provider required | |
| ie. course fees, materials, travel, parking, stationery, books, depreciation of equipment | |
| We will discuss claims further with you during our appointment | |
| | |
| Union fees annual tax statement | |
| | |
| Memberships and registrations | |
| | |
| Tickets and licence invoices | |
| ie | |
| Dogmans, whitecard, etc | |
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| Logbook re hours spent working from home throughout the year | |
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| Electricity and gas bills for entire year re date of payments made if working from home for substantial hours | |
| Gas is only required if related to heating or colling | |
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| Motor vehicle registration notices for all work use assets if claiming under the logbook method | |
| This can be accessed via the My Vicroads app in the notification section, if you do not have a hardcopy. We require this to determine the correct GST as every registration cost is different | |
| | |
| Work related expenses paid in cash receipts/invoices if not already provided | |
| A note will not suffice | |
| | |
| Election expenses for local, territory, state and federal candidates | |
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| If you contributed to your superannuation fund and have already received a notice of intent tax deduction approval letter, please provide this to us | |
| | |
| Income protection annual claim letter | |
| Not the policy schedule | |
| | |
| Financial advisor invoices | |
| | |
| Other | |
| | |
| Private health insurance annual statement | |
| The fund will normally upload this information to the ATO, we should be able to access it by mid July each year, however sometimes if you have a different name to at the ATO ie via marriage or separation, the information will not be uploaded and we will then require your annual statement | |
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| Medicare levy reduction or exemption certificate if applicable | |
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| Note | |
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| If you have a business/ABN, please also refer to the business checklist, as this will also apply | |
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| If you have a rental property, please also refer to the rental checklist, as this will also apply | |
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