

Tax Return Checklist 2017/18

(yes/no/na)

INCOME

- ◆ Payment Summaries (Group certificate) _____
- ◆ Lump Sum Payment Summaries _____
- ◆ Interest received on bank accounts _____
- ◆ Business income and expenses details _____
- ◆ Shares – Dividend Slips (generally 2/year) (**Paid** between July 17 to June 18) _____
- ◆ **If any existing Investments sold: (shares, Managed Funds etc)** _____
 - Cost of shares and date purchased _____
 - Sale price and date sold _____
- ◆ Annual Trust Distribution Taxation Statements. _____
- ◆ Rental Property- Income _____
 - Agent Statements _____
 - Loan Statements (Interest) _____
 - Rates _____
 - Body Corporate _____
 - Insurance _____
 - Repairs _____
 - Other Expenses _____

NB: you can no longer claim travel expenses
- ◆ Foreign income details _____
- ◆ Any other income _____

DEDUCTIONS

Car expenses

- ◆ If you travelled **less than** 5,000 work related kms - a reasonable estimate of the number of work related kilometres you travelled during the year and the car details; or _____
- ◆ If you travelled **more than** 5,000 work related kms - a 12 week logbook plus the date purchased and cost of your car, lease/HP agreements, receipts for rego, insurance, repairs & services, fuel & oil. _____

Travel expenses e.g. Air Fares, Taxis, Parking _____

Uniform and compulsory clothing expenses including purchases, Repairs/alterations, dry cleaning. _____

Self education expenses Course name and University name _____
 Travel (km's & engine size of your car) _____
 and Accommodation _____
 Books _____
 Fees _____
 Stationery _____
 Computer, other equipment _____
 Furniture e.g. desk, chair _____

Other work related expenses
 Union fees _____
 Conference & seminar fees _____
 Professional library eg books, journals, trade magazines etc _____
 Tools & other equipment _____
 Telephone calls _____
 New computer & software expenses – and Internet fees. _____
 Stationery incl. computer paper & USB's _____
 Average hours worked from home each week _____

Superannuation

Any Taxpayers can get a deduction for voluntary personal super contributions made
 Please provide details of any voluntary contribution you made _____
 and your super fund details _____

Expenses incurred in earning dividend & interest income

Such as bank fees, interest paid on loans used to purchase shares or units. _____

Investment adviser fees _____

Donations over \$2. Including to school building & library funds _____

Income Protection Insurance _____

Any other expenses considered to be eligible tax deductions.
 We can discuss these at the meeting.

REBATES

Medical expenses – Only disability aids, attendant care & aged care claimable this year.
 And only If out of pocket expense are above \$2,265 or \$5,343 for high income earners after
 refunds from Health Funds and Medicare). _____

Private Health Insurance Annual Taxation Statement from your health
 fund showing your tax rebate entitlements. _____

Spouse Details (if we are not preparing their tax return)
 Full Name, Date of Birth and Income (or copy of tax return) _____

Bank Account details –Your refund has to go directly into your bank account from now on.

BSB: _____ Account Number: _____

Account Name: _____

**IF YOU PROVIDE ALL OF THIS INFORMATION, IT CAN SPEED UP THE
 PROCESSING OF YOUR TAX RETURN.**