

# Individual tax return information gathering checklist



When you provide us with the information to prepare your income tax return, it is important that you provide us with all relevant information to assist us in completing your tax return accurately and efficiently. We have put this checklist together to assist you in compiling the basic information that we need.

This checklist is not a substitute for completing and preparing all the required labels of your income tax return.

## INSTRUCTIONS:

1. Complete the Personal Information section. Ensure your name is completed and any **change** of details are noted.
2. Please answer all questions below by placing a tick or a cross in the relevant box.
3. Where details are required to be forwarded please attach the original papers in the order of the checklist questions (this will make it easy for us to find the important details).
4. Any incomplete questions or items marked unsure will be followed up with you.

Any incomplete checklists or items marked "unsure" may delay the completion of our income tax return preparation.

## Personal information

Name \_\_\_\_\_

Have any your personal details **changed during the financial year**? If they have please advise us by completing the details below, otherwise leave blank.

Home address \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

Contact No \_\_\_\_\_

No of dependant children \_\_\_\_\_

Have you provided you bank account details for EFT purposes? If not or you need to update you details please complete:

Bank Account Name \_\_\_\_\_

Bank Account BSB \_\_\_\_\_

Bank Account Number \_\_\_\_\_

**Income****1 Did you receive salary or wages?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary from your employer(s) and indicate the number you are including.

Number of PAYG payment summaries included: \_\_\_\_\_

Has your current occupation changed ? If so please advise \_\_\_\_\_

**2 Did you received any allowances, earnings, tips, director's fees etc?**Yes  No  Unsure 

These are usually shown on the PAYG payment summary provided by you at item 1.

**3 Did you receive any employer lump sum payments for unused annual leave or unused long service leave?**Yes  No  Unsure 

These are usually shown on the PAYG payment summary provided by you at item 1.

**4 Did you receive employment termination payments (ETP)?**Yes  No  Unsure 

If yes, please provide your ETP payment summary.

**5 Did you receive any Australian Government allowances and payments like newstart, youth allowance payment and austudy ?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary or letter from the agency that paid your allowance.

**6 Did you receive any payment from Centrelink or the Department of Veteran Affairs?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary or letter from the agency that paid your pension or allowance.

**7 Did you receive an Australian annuity or superannuation pension or income stream?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary.

**8 Did you receive an Australian superannuation lump sum payment?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary.

**9 Did you have personal services income attributed to you from a company or trust?**Yes  No  Unsure 

If yes, please provide your PAYG payment summary.

**10 Did you receive any interest (if applicable include bank accounts held in trust for your children)?**Yes  No  Unsure 

If yes, please provide a bank statement or other document from your financial institution that shows your total interest income for the financial year.

**11 Did an Australian company pay you any dividends?**Yes  No  Unsure 

If yes, please provide copies of dividend statements. Remember to include dividends received under a dividend reinvestment plan (DRP). Remember to claim any costs at D8 below.

**12 Did you receive shares as part of an Employee Share Scheme or did a cessation event occur?**Yes  No  Unsure 

If yes, please provide your annual summary from your employer(s).

**13 Did you receive income or a loss from any partnerships and/or trusts?**Yes  No  Unsure 

If yes, please provide a statement or advice from the partnership and/or the annual tax summary from the trust or managed investment.

**14-16 Are you a sole trader operating a business?**Yes  No  Unsure 

If yes, please provide details of the income earned, expenses paid, and any business activity statements (BAS) lodged.

**17 Did you deposit into or withdraw funds from a farm management account?**Yes  No  Unsure 

If yes, please provide a Farm Management Deposit Scheme statement from your financial institution.

**18 Did you sell any assets such as shares or property that were acquired after 20/9/85?**Yes  No  Unsure 

If yes, please provide the purchase and sale details. Details should include date you entered into the contract (not the settlement date), dollar amounts and a description of the asset.

Note: Ensure you keep any details of expenses paid that need to be included within future capital gain calculations.

**19 Did you have any interest in a controlled foreign company, foreign investment fund or foreign life insurance policy?**Yes  No  Unsure 

If yes, please provide all details.

20 Did you receive any foreign sourced income during the year or own foreign assets worth more than \$50,000?

Yes  No  Unsure

If yes, please provide all details.

21 Did you have a rental property at any time throughout the year?

Yes  No  Unsure

If yes, please provide an annual statement from the real estate agent and/or details of all rental income earned and expenses relating to the rental property.

22 Did you receive bonuses from life insurance companies and friendly societies?

Yes  No  Unsure

If yes, please provide copy of the policy or bonus details.

23 Did you receive income from a forestry managed investment scheme?

Yes  No  Unsure

If yes, please provide all details.

24 Did you receive any other income ( including but not limited to royalties, jury service fees,lump sum payments in arrears, foreign exchange gain, scholarships)?

Yes  No  Unsure

If yes, please provide all details.

**Deductions**

D1 Did you use your own car for work purpose through the year (this does not include travel to & from home to work) ?

Yes  No  Unsure

If yes, do you have a **current and valid** log book for a continuous period of 12 weeks? (a new log book is normally required every 5 years)

Yes  No  Unsure

**Please provide the following details to claim a tax deduction for your car:**

Expenses including petrol, repairs/maintenance, registration/ insurance, if you have a loan details of the interest you paid, etc

Car make, model & engine size \_\_\_\_\_

Purchase value of your car \$ \_\_\_\_\_

Number of kilometres you have travelled for work: \_\_\_\_\_ (if you don't use the log book method)

Odometer reading on 30 June 2019: \_\_\_\_\_ Kilometre:

Log Book - Business %: \_\_\_\_\_

The dates that your log book was kept for: \_\_\_\_\_ to \_\_\_\_\_

Did you sell your car and buy a replacement? Yes  No  Unsure

If yes, please provide the additional details:

Sale Price: \_\_\_\_\_

Date of sale: \_\_\_\_\_

Replacement or new car details: \_\_\_\_\_

D2 Did you incur work related travel expenses (including domestic or international travel)?

Yes  No  Unsure

(Expenses might include meals, accommodation, car hire, tolls, parking and hire of third party vehicles)  
If yes, please provide written evidence of expenses.

Did you keep a travel diary? (You need one if you travel 6 or more nights in a row) Yes  No  Unsure

D3 Were you required to wear protective clothing, compulsory uniforms or occupational specific clothing?

Yes  No  Unsure

If yes, please provide receipts or records, including any laundry or dry cleaning costs.

- D4 Did you incur any self education expenditure relating to your work as an employee?** Yes  No  Unsure   
 (The course must have a sufficient connection to your **current** employment.)  
 (Expenses might include course fees, books, stationery, union fees, public transport fares, etc)  
 If yes, please provide written evidence for all expenses.
- D5 Did you incur any other work related expenses?** Yes  No  Unsure   
 (Expenses might include, union fees, seminars, home office, telephone, subscriptions, briefcase, journal and trade magazines, tools and equipment, computers, etc)  
 If yes, please provide written evidence of expenses.
- D7 Did you incur any deductions in relation to interest income received?** Yes  No  Unsure   
 If yes, please provide written evidence of expenses.
- D8 Did you incur any deductions in relation to dividend income received?** Yes  No  Unsure   
 If yes, please provide written evidence of expenses.
- D9 Did you make any gift or donation to a registered charitable organisation?** Yes  No  Unsure   
 If yes, please provide receipts for the donation, contribution or gift. Please ensure the receipt shows the registration status of the charitable organisation.
- D10 Did you incur any expenses relating to preparing and lodging your tax return?** Yes  No  Unsure   
 (You claim tax agent fees in the year you pay them.)  
 If we did not prepare your tax return last year, please provide receipts for any tax agent fees paid.
- D12 Did you make any personal superannuation contribution to your superfund during the year and wish to claim a tax deduction?** Yes  No  Unsure   
 If yes, please provide acknowledgment from your superannuation fund of your notice of intent to claim a deduction.
- D14 Did you make payments to a forestry managed investment scheme (FMIS)?** Yes  No  Unsure   
 If yes, please provide written evidence of the payments and the details of any relevant Product or Class ruling.
- D15 Did you have any other expenses that you have not been able to claim before?** Yes  No  Unsure   
 (Expenses might include income protection insurance premiums or sickness and accident insurance premiums)  
 If yes, please provide written evidence of expenses.
- T2 Did you receive an Australian superannuation income stream?** Yes  No  Unsure   
 (Any available offset is generally communicated when you receive your PAYG payment summary provided by you at item 7.)
- T3 Did you make contributions to a complying superannuation fund on behalf of your non-working or low income spouse?** Yes  No  Unsure   
 (Please note your spouse assessable income needs to be less than \$40,000 to access this offset)  
 If yes, please provide written evidence of expenses.
- T6 Did you support your parent, your spouse's parent or an invalid relative during the year?** Yes  No  Unsure

If yes please provide the persons (parent or relative) taxable income \$ \_\_\_\_\_

- M1 Did you have an exemption from paying Medicare?** Yes  No  Unsure   
If yes, please provide any details that outlines your exemption details.
- M2 Did you have private health insurance?** Yes  No  Unsure   
If yes, please provide a copy of the health fund tax statement that your fund sent to you at the end of the financial year.
- A2 Did you become an Australian resident or stop being and Australian resident during the year?** Yes  No  Unsure   
If yes, please provide the relevant date: \_\_\_\_\_
- C1 Did you make any payment to the ATO, more than 14 days before the due date, for income tax, Higher Education Loan Student Financial Supplement?** Yes  No  Unsure   
If yes, please provide written evidence.
- IT Do you hold a Commonwealth seniors health card or your child received student payments from Centrelink based on your income?** Yes  No  Unsure
- IT1 Did you receive reportable fringe benefits?** Yes  No  Unsure   
These are usually shown on the PAYG payment summary.
- IT2 Did you receive reportable superannuation contributions?** Yes  No  Unsure   
These are usually shown on the PAYG payment summary.
- IT3 Did you receive any tax free government pensions or payments?** Yes  No  Unsure   
If yes, please advise us the type of payment and the amount received during the financial year.
- IT4 Did you receive any "target foreign income" (i.e. tax free periodical payments from overseas)?** Yes  No  Unsure   
If yes, please advise us the type of payment and the amount received during the financial year.
- IT7 Did you pay amounts or provide benefits to another person for the maintenance of your child?** Yes  No  Unsure   
If yes, please advise us the total amounts of payments made during the financial year.

#### Other

- Q1 Do you have any worries about your superannuation and investments?** Yes  No  Unsure   
If yes, would like to speak with somebody who may be able to help? Yes  No  Unsure
- Q2 Have you reviewed personal insurance position in the last 2 years?** Yes  No  Unsure   
There may be some tax planning opportunities available.  
If no, do you need to speak with a somebody who can update and advise you? Yes  No  Unsure
- Q3 Do you have a strong and workable relationship with your lender?** Yes  No  Unsure   
If no, do you need to speak with somebody who can work with you? Yes  No  Unsure
- Q4 Please include details of any other information you would like us to be aware of.**