

## 2025 - INDIVIDUAL TAX RETURN CHECKLIST

### CLIENT DETAILS

Name of taxpayer/s:	
Address:	
Preferred Contact No:	Email:
Bank Details / Account Name	
BSB:	Acc #
Do you have a MyGov Account?	Yes / No
Do you have any ATO debt?	Yes / No
Are you claiming FBT?	Yes / No

INFORMATION	INFO PROVIDED	N/A
<b>INCOME</b>		
Single Touch Payroll Income Statement from employers, Centrelink and/or superannuation funds.	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements detailing interest earned.	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements & Employment Share Scheme (ESS) Statements.	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (e.g. Employment Termination Payment).	<input type="checkbox"/>	<input type="checkbox"/>
Managed fund annual tax statement and capital gains tax statement.	<input type="checkbox"/>	<input type="checkbox"/>
Partnership distribution statement, including a copy of the partnership's tax return.	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement, including a copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contract notes for investments.	<input type="checkbox"/>	<input type="checkbox"/>
Details of insurance pay-outs including income protection, sickness & accident	<input type="checkbox"/>	<input type="checkbox"/>
Details of any share economy income, i.e. ride-sourcing, renting or personal services	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK RELATED DEDUCTIONS</b>		
Work related motor vehicle use (details of work-related km's travelled during year or expenses incurred if using log book method and a copy of the logbook that is less than 5 years old) & engine capacity.	<input type="checkbox"/>	<input type="checkbox"/>
Receipts or evidence of work-related deductions such as protective clothing, uniform expenses, stationery, travel & tools.	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of home office expenses.	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for self-education expenses, continuing professional development courses and seminars.	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals, magazines, memberships & subscriptions.	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought during the year (e.g. laptops) including date purchased	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER DEDUCTIONS</b>		
Receipts for donations of \$2 and over to registered charities (Bushfire / Flood tin collection).	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in managing tax affairs (e.g. tax agent's fees).	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in earning investment income.	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation contributions, including fund acknowledgement of intent to claim a tax deduction.	<input type="checkbox"/>	<input type="checkbox"/>

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### RENTAL PROPERTIES

Annual statement from property agent (if engaging the services of an agent).	<input type="checkbox"/>	<input type="checkbox"/>
Records detailing rental income (if not engaging the services of an agent).	<input type="checkbox"/>	<input type="checkbox"/>
Date of when the property was purchased (exchange of contract date). Please provide settlement sheet.	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed during the year and/or a copy of the quantity surveyors report.	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred, (which are not detailed on the property agent annual statement) such as water charges, land tax and insurance premiums.	<input type="checkbox"/>	<input type="checkbox"/>
If property is held by more than one individual, details of owners and their legal ownership percentage.	<input type="checkbox"/>	<input type="checkbox"/>
If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property (exchange date not settlement date) e.g. Settlement Sheets.	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements for property showing interest paid for the income year.	<input type="checkbox"/>	<input type="checkbox"/>
Period the property was available for rent during the income year.	<input type="checkbox"/>	<input type="checkbox"/>

### OFFSETS/REBATES

Details of any superannuation contributions for spouse.	<input type="checkbox"/>	<input type="checkbox"/>
Details of expenses <i>for disability aids, attendant care or aged care.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance annual statement.	<input type="checkbox"/>	<input type="checkbox"/>

### CLIENT DETAILS

Cashbook, which includes records of cash taken before the business takings are banked.	<input type="checkbox"/>	<input type="checkbox"/>
If you use cloud accounting software, please send your invitation to add us as accountants (if you haven't already) to the following address: Xero Software – <a href="mailto:linda@dtts.com.au">linda@dtts.com.au</a> MYOB Software - <a href="mailto:linda@dtts.com.au">linda@dtts.com.au</a>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of files from desktop accounting software. Please provide login, password and software used. Software Used: _____ Login: _____ PW: _____	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG payment summaries and annual statement for employees.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any government grants, rebates or payments received.	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees.	<input type="checkbox"/>	<input type="checkbox"/>
Statements for all bank accounts and liabilities of the business (loans).	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any finance contracts.	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of home office expenses	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Taxable Payments Annual Report (TPAR)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of recent Workers Compensation Declarations	<input type="checkbox"/>	<input type="checkbox"/>
Details of any depreciable assets purchased (e.g. motor vehicles, computers, etc.) including date purchased	<input type="checkbox"/>	<input type="checkbox"/>

#### Additional Information

- Total child support payments made during the financial year.
- Spouse income (if only completing your tax return) taxable income, reportable fringe benefits, reportable superannuation, financial investment or rental property losses.
- Complete bank details on page 1 (for refunds - if applicable).
- Confirm number of dependents <25 years if full time students & living at home.
- Details of any personal debts such as mortgages, credit cards, personal loans etc.