



*Friendly Service from  
Professionals who care*

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## **TAX RETURN REQUIREMENTS – INVESTMENTS**

For preparation of your tax return, all income and expenses associated with financial investments should be provided including:

1. Cash at bank
  - copies of all interest earned from 1 July to 30 June
  - copies of term deposit records for all fixed term deposits  
(Note that interest earned in bank accounts held in children's names, must be recorded in the tax return of that person in control of the account.)
2. Shares
  - copies of all dividend statements received during the year
  - copies of all sales or purchase contracts for the year
  - copies of any merger or acquisition statements if applicable
3. Managed Funds
  - copies of quarterly / 6 monthly or annual distributions statements
  - copies of Annual tax Statement for the year
4. Bonds
  - income from government and other fixed interest bonds
  - Includes insurance bonds
5. Investments other
  - copies of all sale and purchase contracts for the year
  - copies of any income derived by these investments  
(includes art, precious metals, collectables such as stamps etc)

Note: For all investments, you are required to keep records of the purchase and sales, including any additional shares and units obtained through dividend re-investment schemes operated by the institutions, so that capital gains on sales may be correctly assessed. These records are required to be kept from the initial purchase, until 5 years after their disposal.

Certain expenses may be claimed against the income received from these investments, including the purchase of relevant financial newspapers and journals, costs of software / stationery used to record and store records of investments, and other expenses directly related to the investments. Receipts are required to be kept for this expenditure.