

CHECKLIST

FOR PREPARING YOUR INCOME TAX RETURN

PAYG PAYMENT SUMMARIES

- Income from ALL jobs during the year Include Centrelink payments
- Payouts from work: Employment Termination Payments Employee Share Scheme Statement
- Superannuation pension/payment advice

INTEREST EARNED

- Amount earned on Bank Accounts including Term Deposits & Sharesaver Accounts - Bank
- Statements or Summary
- Name of Account Holder (Joint Names?)

CONTRACT/BUSINESS INCOME

- ABN Number
- Cashbook & BAS statements for the financial year Details of business name / Type of income
- All expenses you wish to claim. (See work related expenses for examples)

SHARES AND INVESTMENTS

Details of dividends received:

- Copies of Dividend advice slips including Dividend Reinvestment Plan (Usually 2 for each year, based on payment date)
- Sale of Shares: Buy & Sell contracts showing, Detail date of sale, Number of shares sold, Amount received, Details of date purchased & amount paid for shares.
- Share Portfolio & Managed Fund Annual Tax Summaries
- Margin Lending interest

RENTAL PROPERTIES

- Address of Property Dates rented
- Total of rent received for the year
- If managed by an agent, copies of the monthly statements or annual summary
List of all expenditure on the property, eg, advertising.
- repairs, rates - water & shire, land tax, insurance, gardening
For improvements to the property we require date, supplier, amount paid & what the expense was for
- Depreciation report prepared by a quantity surveyor
Loan Statements detailing total loan interest & borrowing costs.

If you own a rental property, use a spreadsheet to summarise your income and costs, and bring it to your appointment. File available for download at our website.

Did you sell an investment property? If you did, then we require your offer & acceptance documents plus settlement statements including date of sale, when & how much it was bought for & how much it was sold for, the fees included in buying & selling it eg. Stamp Duty, Agent Fees. Did you ever live in the property? Provide dates lived in property.

WORK-RELATED EXPENSES

- Work-related travel
- Work-related vehicle use (see motor vehicle deductions)
- Work-related telephone (home)*
- Percentage of computer/Internet for work"
- Mobile Phone Costs (work percentage)*
- Stationery
- Books or Journals
- Union Fees
- Membership to Professional Bodies
- Uniform or Protective Clothing & Laundry
- Sun protection costs
- Self-education expenses
- Tools Purchased
- Tax Agent Fees
- Income Protection Insurance
- *Have you logged the usage?

If you have multiple receipts, total your receipts in a spreadsheet & bring the totals along to your appointment. Click the QR code to get the download sheet.

DONATIONS

- Tax deductible recipient receipt

MOTOR VEHICLE DEDUCTIONS

- Fuel, Repairs, Insurance, Registration, Tyres, Interest on Loan, Depreciation, Hire Purchase
- Terms Charges. Photocopy of log book entries
- Details of vehicle (date purchased, cost, make, model, Odometer reading 1st July and 30th June
Copies of loan statements or the hire purchase agreements
Invoices & receipt showing-date paid, supplier name, amount paid, detail of what payment was for, work related percentage
- Can you prove you own the vehicle

REBATES

- Details of Spouse/Defacto Taxable Income
- Spouse's date of birth
- Spouse's tax file number
- Amount of Parenting Allowance received
- Number of dependants, their dates of birth and name of school
- Where you have lived during the year E.g 5 months Karratha, 1 month Newman, 6 months Perth.

PRIVATE HEALTH INSURANCE

- Private Health Fund Annual Statement

**Please note that we will check any tax records held by the ATO but this is a check only & not a complete record of your tax affairs. You are required to provide all information. We will also need to see a source of ID for you before we prepare your tax (can be done electronically). Read our Terms and Conditions here.*



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