



NORTHWEST ACCOUNTANCY PTY LTD

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www.northwestaccountancy.com.au

Liability limited by a scheme approved under Professional Standards Legislation.



CPA Certified Practising Accountants



DON'T FORGET

Northwest Accountancy

We are your local professional team who are here for you all year round.

We can also help you with your:

- Individual Tax Returns
- Business Tax Returns
- Bookkeeping Services
- Financial Statements
- BAS & GST
- Tax & Business Advice
- Tax Planning
- Companies, Trusts, Super funds
- Budgets & Cashflows
- Corporate Registered Office
- Fringe Benefits Tax



Northwest
Accountancy Pty Ltd

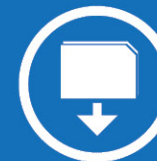
Call us today

9185 9400



USE OUR CHECKLIST TO FIND OUT

Why struggle to do it yourself when your local professional team are here for you?



EXPRESS DROP OFF SERVICE

Estimated 7-day turn around subject to all information being provided. Drop in and ask for one of our "drop off packs" today or download from our website.



BOOK NOW

Book your appointment time online at www.northwestaccountancy.com.au





CHECKLIST

for preparing your
income tax return

BANK DETAILS

- BSB & Account number for your refund

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, e.g. 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

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 and Laundry
 - Sun protection costs
 - Self-Education expenses
 - Tools Purchased
 - Tax Agent Fees
 - Income Protection Insurance
- *Have you logged the usage?*

DONATIONS

- Tax deductible gift 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.*