Individual Tax Return Checklist
for the year ending 30th June 2010

Income Received	Documentation Required	✓
Salary or Wages	Pay as you go (PAYG) payment summaries from ALL employment during the year.	
Employment termination payments (ETP)	ETP payment summary.	
Centrelink payments of pensions	PAYG payment summary.	
Interest	Bank statements for the full financial year for EACH interest earning account.	
Dividends	Dividend statements for ALL dividends received.	
Employee Share Schemes	ESS Statement.	
Managed Funds or Trusts	Annual Tax Summary from Fund Manager/ Trustee.	
Partnership Distributions	Partnership Distribution Statement or copy of the Partnership Tax Return.	
Foreign Income	Payslips, Pension notices, Bank Statements, etc.	
Rent	Real Estate Agent monthly or annual statements.	
Capital Gains – Property or Shares	Asset purchase and disposal documentation.	
Business income	Speak to your accountant prior to your consultation.	
Deductions	**Documentation Required**	**✓**
Work Related Car Expenses	Choice of Travel Diary to claim cents/klm or Logbook with ALL receipts for the vehicle.	
Work Related Travel Expenses	Receipts. Travel Diary for International Travel.	
Uniform & Protective Clothing Expenses	Receipts.	
Work Related Self Education Expenses	Receipts.	
Other Work Related Expenses	Receipts. Depreciation Schedule for prior year return where necessary.	
Interest and Dividend Expenses	Receipts, Bank Statements, Loan Statements.	

Gifts & Donations	Receipts.	
Cost of Managing Tax Affairs	Receipts.	
Personal Super Contributions	Notice from your superfund trustee of receiving your notice under s290-170.	
Income Protection Insurance	Notice of annual premiums paid.	
Rental Deductions	See document entitled Rental Expenses available from www.austaxaccountants.com.au .	
Other Deductions	Receipts/Documentation.	
Tax Offsets	**Documentation Required**	✓
Spouse offset	You spouses' income details.	
Private Health Insurance offset	Private Health insurance statement from your Health Fund.	
Education Tax Refund	Receipts for eligible expenses. See www.educationtaxrefund.gov.au	
Spouse Super Contributions	You spouses' income details and the name of fund contributions paid to.	
Medical Expenses Offset	Medicare Card, Receipts, Annual Statement of benefits paid from Medicare and/or Health Fund	
Other Info	**Documentation Required**	✓
Medicare Levy Surcharge	Private Health insurance statement from your Health Fund.	
Spouse Details & Child Support	Details of Spouse income (Tax return if possible) and amount of Child support paid)	
Prior Year Tax Losses, Capital Losses, Deferred Non-Commercial Losses.	Copy of the prior year tax return.	
Tax Refunds	Please bring the bank account details for the account you wish your refund to be paid into.	
For NEW Clients Only	Your Tax File Number and prior year Notice of Assessment. Photo ID (Drivers License or Passport)	

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