

Tax Return Documentation Checklist for the year ending 30th June 2016



| <u>Client Information</u> | <u>Documentation Required</u> | ✓ |
|--|--|---|
| Proof of Identification | Photo ID (Drivers License, Passport, RMS ID Card, etc) | |
| Bank Account Details | Please bring the bank account details for the account you wish your refund to be paid into. | |
| Private Health Insurance Details | Annual Private Health insurance tax statement from your Health Fund. | |
| Spouse Details & Child Support | Details of Spouse income and amount of Child support paid. (not required where Austax has already prepared their 2016 tax return). | |
| For NEW Clients Only: | | |
| Tax File Number | Your Tax File Number. Can be found on your Tax Return, Notice of Assessment or PAYG Payment Summaries. | |
| Prior Year Tax Losses, Capital Losses, Deferred Non-Commercial Losses. | Copy of the prior year tax return. | |
| Depreciation Schedule | Shows capital items claimed in prior years, can be found in your last tax return. | |
| <u>Income Received</u> | <u>Documentation Required</u> | ✓ |
| 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. Eg, Newstart, Age Pension, Etc. | Details are provided to Austax electronically from the ATO. | |
| Superannuation payments | Letter from the super fund, payment summary for any pensions or lump sums paid (not required if recipient was >60yo). | |
| 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 and/or annual statements. | |
| Capital Gains – Property or Shares | Asset purchase and disposal documentation. | |
| Business income | Speak to your accountant prior to your consultation. | |
| <u>Deductions</u> | <u>Documentation Required</u> | ✓ |
| Work Related Car Expenses | Choice of Travel Diary to claim cents/km 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. | |
| <u>Tax Offsets</u> | <u>Documentation Required</u> | ✓ |
| Private Health Insurance offset | Private Health insurance statement from your Health Fund. | |
| Spouse Super Contributions | You spouses' income details and the name of fund contributions paid to. | |
| Medical Expenses Offset | Claims limited to Disability Aids, Attendant or Aged Care. Receipts for any of these items. | |

Disclaimer: This checklist contains information of a general nature and is intended to assist the clients of Austax Accountants & Financial Planners Pty Ltd collate the paperwork typically required to complete their individual income tax returns prior to consultation with one of our income tax specialists. This checklist is not exhaustive and we may require additional information before your return can be completed depending on your individual circumstances.

Austax Accountants & Financial Planners Pty Ltd accepts no liability for any loss or damage arising out of the use of this document for any purpose contrary to those outlined above.

Additional copies of this document are available on our website, www.austaxaccountants.com.au