

## Tax Return Documentation Checklist for the year ending 30<sup>th</sup> June 2021



<b><u>Client Information</u></b>	<b><u>Documentation Required</u></b>	✓
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.	
Spouse Details & Child Support	Details of Spouse income and amount of Child support paid. (not required where Austax has already prepared their 2020 tax return).	
<b>For NEW Clients Only:</b>		
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.	
<b><u>Income Received</u></b>	<b><u>Documentation Required</u></b>	✓
Salary or Wages	Pay as you go (PAYG) payment summaries are only required where employer is NOT using Single Touch Payroll.	
Employment termination payments (ETP)	ETP payment summaries only required where employer is NOT using Single Touch Payroll.	
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 is over 60 years old at time of payment).	
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. Foreign tax returns	

Rent	Real Estate Agent annual rental statements. Monthly rental statements detailing major expenditure.	
Capital Gains – Property or Shares	Asset purchase and disposal documentation. Detail of foreign resident PAYG withholding.	
Business income	Speak to your accountant prior to your consultation.	
<b><u>Deductions</u></b>	<b><u>Documentation Required</u></b>	✓
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 for uniform purchases or dry cleaning costs.	
Work Related Self Education Expenses	Receipts.	
Work Related Expenses - General	Receipts. Depreciation Schedule for prior year return where necessary.	
Work Related Expenses – Phone, Internet, Home Office.	In addition to receipts, a diary should be maintained to compute the deductible % of these items. Hours worked from a home office should also be logged in a diary.	
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 of intent to claim under s290-170.	
Income Protection Insurance	Notice of annual premiums paid.	
Rental Deductions	See document entitled Rental Expenses available from <a href="http://www.austaxaccountants.com.au">www.austaxaccountants.com.au</a>	
Other Deductions	Receipts/Documentation.	
<b><u>Tax Offsets</u></b>	<b><u>Documentation Required</u></b>	✓
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.	

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.

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