

Please refer to the following checklist as a guide only. It is compiled using the most frequent forms of income and expenses found by the typical tax client.

Tax Return Essentials

- **Your Name**
- **Tax File Number/ABN**
- **Date of Birth**
- **Occupation**
- **Bank Account Details**
- **Residential and Postal Address**
- **Email Address**
- **Telephone Number**
- **Your Spouse's Name and DOB**

Income from Working/Pensions

- Group certificates & PAYG payment summaries
- Lump sum payments eg: Eligible Termination
- Centrelink, social security, pensions, allowance documents and statements

Deductions

- Receipts of work related deductions eg. clothing/ tools/mobile phone/subscriptions/equipment purchase ie computer
- Receipts of gifts/donations to charities
- Receipts of self-education expenses eg. books / computer costs/car expenses
- Last year's accounting fees

Income from Investments

- Bank interest and statements
- Trust distribution statements
- Managed Fund investments annual statements (including Capital Gains Tax statement)
- Share dividend statements
- Buy/sell notes for share trades
- Tax statements from stockbroker/financial planner

Deductions from Investments

- Interest on borrowing for investment purposes
- Asset purchase/loan agreements
- Asset sale documents

Income from Overseas

- Foreign salary/wage income received
- Foreign tax paid
- Foreign rental property income
- Foreign rental property expenses
- Foreign investment income
- Foreign pensions received

Other Useful Information

- Last year's tax return
- Credit card statements
- Prior year tax losses
- Centrelink and Child Support Agency debts
- HELP, HECS, or SFSS debt balances
- Superannuation co-contributions
- Child support paid by you and your spouse

If you have a family

- Private health insurance statement
- Spouse contributions to superannuation
- Education tax refund expenses
- Medical receipts (if out of pocket is more than \$2000)
- Medicare/private health/ claims history reports
- Pharmacy reports
- If Arthur M Smith & Assoc are not preparing your spouses return please provide taxable income, reportable super, reportable fringe benefits, investment losses & government pensions

If you have an Investment Property

- Total rent received
- Date property was first rented
- Number of weeks property was rented for the year
- Bank fees & borrowing expenses
- Annual statement from property manager
- Capital costs (ie new stove/floor coverings etc)
- Mortgage interest
- Advertising
- Corporate body fees & strata levy
- Cleaning, gardening & lawn mowing & pest control
- Council & water rates
- Insurance & legal fees
- Depreciation reports (if any)
- Repairs & maintenance
- Travel Expenses (ie klm travelled)
- Stationery, telephone & postage
- Purchase/sale document (if you've sold your property this year)

Other Deductions

- Superannuation contributions
- Financing lease statements
- Income protection premiums
- Prior year tax losses
- Carried forward capital losses

Please email
admin@amsmith.com.au
to make an appointment
or call the office on
07 4926 2383

