

INDIVIDUAL TAX RETURN CHECKLIST

Name:		Spouse name:	
DOB:		Spouse DOB:	
Occupation:		Occupation:	
Residential address:		Postal address:	
TFN:		Email:	
Phone:	W:	H:	M:
Bank details	Acc. name:	Acc. no:	BSB:
Children's details:			

Please supply all records with respect to the following:	Yes	No	N/A
Employer - PAYG Payment Summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lump Sum and Termination Payment Summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government benefits (Centrelink etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest income from banks and building societies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements for dividiends received or reinvested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Tax Statements from Managed Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax free government pension amount and any child support provided for the year if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment records for shares - if you sold or purchased shares please provide the contract notes for the transactions [if you sold shares please provide original purchase documents]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment records for property - if you sold or purchased an investment property please provide statement of adjustments and other documents associated with the sale or purchase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental properties - please complete the Rental Property Schedule (page 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance year end statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motor Vehicle Expense Claims (log-book or cents-per-km claims)

Vehicle description and cost					
Work related km travelled 1 July 2018 to 30 June 2019					
Total km travelled 1 July 2018 to 30 June 2019 (include log-book)					
Registration	\$	Insurance	\$	Fuel & Oil	\$
Interest	\$	Services	\$	Other	\$

Other Deductions Worksheet	Description	Amount \$
Work related clothing expenses (protective clothing & occupational specific / compulsory uniforms)	\$
	\$
	\$
	\$
	\$
Self-education expenses (related to employment)	\$
	\$
	\$
	\$
	\$
Work related travel expenses (overnight travel, parking, train tickets, taxis and tolls)	\$
	\$
	\$
	\$
	\$
Other work-related expenses	\$
	\$
	\$
	\$
	\$

Rental Property Details

Address of property			
Date property purchased:		Date property first earned rental income:	
Number of weeks available for rent:		Number of weeks private use:	
Ownership details: <input type="checkbox"/> In your name <input type="checkbox"/> In joint names (please specify owners name & %)			

Rental Property Income

Gross rent:	\$
Other rental income:	\$

Rental Property Expenses

Advertising for tenants:	\$	Body corporate fees:	\$
Borrowing expenses:	\$	Cleaning:	\$
Council rates:	\$	Gardening/lawn mowing:	\$
Insurance:	\$	Interest:	\$
Land tax:	\$	Legal fees:	\$
Pest control:	\$	Property management fees:	\$
Repairs & maintenance (include	\$	Stationery, telephone & postage:	\$
Travel:	\$	Water charges:	\$
Other:	\$	Other:	\$

For multiple properties please copy this schedule.

For new property purchases include a copy of the settlement statement, details of costs of purchase including stamp duty and legal fees and details of borrowing expenses incurred.

We also recommend that you engage a Quantity Surveyor to prepare a depreciation report in respect of your property. We can provide you with a referral if required.

INDIVIDUAL TAX RETURN DEDUCTIONS CHECKLIST

When completing your tax return, you're entitled to claim deductions for some expenses that are directly related to earning your income. The expense must not be a private, domestic or capital expense. If the expense was both work-related and private or domestic, you can only claim a deduction for the work-related portion.

POSSIBLE DEDUCTIONS YOU MAY CLAIM

- Work related car expenses
 - Log book method
 - Cents per kilometre method
- Work related domestic and overseas travel expenses
- Work uniform and protective clothing expenses
- Work related self-education expenses
- Other work related expenses
- Tools of trade/equipment
- Home office running expenses
- Computer equipment, software and computer supplies
- Telephone/mobile phone
- Stationery
- Subscription and union fees to trade, professional or business associations Books, trade journals and periodicals
- Magazine and newspaper subscriptions
- Sun protection products (i.e. sunscreen and sunglasses)
- Conventions, conferences, courses and seminars
- Income protection insurance (excluding death, total/permanent disability) Interest and dividend deductions (investment)
- Donations to charities or building funds

DOCUMENTS YOU NEED TO KEEP (RECORD-KEEPING)

- Log book and written evidence of all car expenses, (i.e. lease payments, rego insurance, repairs etc), totalled fuel costs and if new vehicle, require full details including purchase contract, financing and hire purchase contracts
- Details of how you calculated the number of kms travelled
- Fund details of any travel allowances received including receipts for airfares, accommodation, hire cars, meals and incidental expenses
- Receipts for uniforms, protective clothing, mending/repairs and dry cleaning
- All receipts (other than HELP) such as course fees, books and stationery, travel to classes (i.e., diary entries and number of kms)

- Itemised and totalled list showing date purchased, description and cost (per item)
- Cleaning, electricity and heating, depreciation of office furniture and telephone
- Date of purchase and price of equipment or software and estimated business use percentage.
Summary of all other computer supplies
- Summary of annual costs together with estimated business use percentage
- Itemised and totalled list of annual costs of work related telephone, internet and mobile phone costs
- Course fees, travel expenses, parking, accommodation and meals, etc.
- Insurance companies' statements of annual tax deductible amount
- Account keeping fees, ongoing management fees, interest on borrowings to acquire shares, advice relating to changing investments

How to submit the documents to us

In person



Suite 6, First Floor 49-54
Douglas Street Noble Park

Via post



PO BOX 331
Noble Park VIC 3174

Email or upload



info@thebusinessexperts.com.au

We're here to help

Should you have any questions in relation to this matter please don't hesitate to contact our office on (03) 9547 5022 or info@thebusinessexperts.com.au