

Individual Tax Return Checklist

Client Name: _____ Client Signature: _____



INFORMATION FOR YOUR TAX RETURN

Name:		Spouse Name:	
DOB:		DOB:	
Occupation:		Occupation:	
Residential Address:		Residential Address:	
Postal Address:		Postal Address:	
TFN:		TFN:	
Email:		Email:	
Phone:		Phone:	
Bank Account Name:		Bank Account Name:	
BSB:		BSB:	
Account Number:		Account Number:	
Children's Names & Ages			

PERSONAL INCOME TAX RETURNS



Please supply all records that relate to you	YES	NO	N/A
PAYG Payment Summaries			
Government Benefits			
Investment Income (Dividend statements, interest statements, trust distribution year end statements, rental property agent statements)			
Tax free government pension/s and any child support provided for the year if applicable			
Investment Records - details of investment purchases and sales			
Private health insurance year end statement			
Details of any personal superannuation contributions			
Expenses in relation to employment or Investment income (a list of possible deductions is attached)			
If you have overdue tax returns then the lodgement date for your return is 31st October			

RENTAL PROPERTY CHECKLIST



Please supply all records that relate to you	YES	NO	N/A
Rental Details			
Property Address			
Ownership (Solely or Joint)			
Date the Property first earned rental income			
Number of weeks available for rent in current financial year			
The date of acquisition of the property (new properties only)			
The date of sale of the property (if sold in the current financial year)			
Please provide the annual income & expenditure statement from the real estate/s			
Rental income NOT shown on the annual statement			
	YES	NO	N/A
Rental income			
Insurance payments received			
Rental bond money retained			
Reimbursement for rental expenses			

Rental expenses NOT shown on the annual statement	YES	NO	N/A
Advertising for tenants			
Body corporate fees			
Borrowing expenses directly related to a loan			
Cleaning expenses			
Council rates			
Gardening/lawn mowing expenses			
Insurance expenses			
Interest on loans			
Land tax			
Legal expenses			
Pest control expenses			
Property agent fees or commissions			
Repairs & Maintenance			
Capital expenses over \$300 including date of acquisition and description			
Stationery, telephone & postage expenses			
Water charges			
Other sundry rental expenses you paid for (electricity, gas etc)			
Other useful information to provide	YES	NO	N/A
Tax Depreciation Report (if we do not already have a copy)			
Purchase contract and settlement statement (new properties only)			
Sales contract and settlement statement (if sold in the current financial year)			

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

Please supply all records that relate to you	YES	NO	N/A
Work related Car Expenses - Log Book Method - Cents per kilometre method			
Work Related Travel - Domestic & Overseas			
Work Uniform, protective clothing and laundry expenses			
Work related self education expenses			
Other work related expenses			
Tools of trade/equipment			
Home office running expenses			
Computer equipment, software, computer supplies & stationery			
Telephone/mobile phone			
Subscriptions and union fees to trade, professional or business associations			
Books, trade journals and periodicals			
Magazine and newspaper subscriptions			
Sun protection products (eg. Sunscreen and sunglasses)			
Conventions, conferences, courses and seminars			
Income protection insurance (excluding death & TPD)			
Interest & Dividend deductions (investment related)			

DOCUMENTARY EVIDENCE YOU NEED TO KEEP



Log Book and written evidence of all car expenses, (eg. lease payments, rego, insurance, repairs, etc.) totalled fuel costs and if a new vehicle, we require full details including purchase contract, financing and hire purchase contracts
Details of how you calculated the number of kilometres travelled
Details of travel expenses 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
Itemised and totalled list showing dates purchased, description and cost per item for items over \$300.00
Date of purchase and price of computer equipment or software and estimated business use percentage. Summary of all other computer supplies
Itemised and totalled list of annual costs of phone usage together with estimated business use percentage and details on how the percentage was worked out
Receipts for all journals, texts and periodicals purchased. Invoice for subscriptions
Statement of annual tax deductible amount for insurance amounts claimed
Details & invoices for account keeping fees, ongoing management fees, interest on borrowings to acquire shares, advice relating to change of investments etc

Please email this checklist & all documents to accounting@pfpwealth.com.au or call 02 4990 3050 if you have any questions.