

**2016 Individual Tax Return Checklist**

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| --- | --- |
| Full Name: |  |
| TFN and ABN: |  |
| Date of Birth: |  |
| Address: |  |
| Contact No.: |  |
| Email: |  |
| Bank details for your refund to be deposit to: |  |

**Please update your current details:**

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| --- | --- | --- | --- |
| **ITR Ref.** | **Information** | **2015 Provided** | **2016 Attached** |
| **1****3, 4****13****13****20****10****11****12****17, 18** | **Income:*** PAYG Payment Summaries (e.g. from employers)
* Lump sum payments (e.g. Employment Termination Payment)
* Partnership Distribution Statement including copy of partnership’s Tax Return
* Trust Distribution Statement including copy of trust’s Tax Return
* Documentation of foreign source income, foreign assets or property
* Bank Statements stating interest earned including term deposits
* Dividend Statements
* Employee Share Scheme Statements
* Managed Fund Annual Tax Statement and Capital Gains Tax Statement
* Buy/Sell contract notes for share (if any shares were sold)
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| **21** | **Rental Properties:*** Date when property was purchased including details of any co-ownership
* Period property was rented out during the Income Year
* Records detailing Rental Income (annual statement from property agent if engaging services of an agent)
* Loan Statement for property showing interest paid for the income year
* Expenses incurred such as water charges, land tax and insurance premiums
* Details of depreciable assets bought or disposed of during the year
* Details of any capital works on the property
* If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property
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| **(H)****T****M** | **Offsets/ Rebates:*** Details of medical expenses where the total exceeds $2,120 (after Medicare and Private Health Fund rebates)
* Details of dependants including their age, Occupation and Income
* Private Health Insurance Statement including details of prepaid premiums
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| **P3****P8****D12** | **If Operating as a Sole Trader:*** Details of any assets purchased including date of purchase and amount
* Records from Accounting Software (e.g. Profit & Loss and Balance Sheet)
* Statements of all liabilities of the business (e.g. Loans, HP etc.)
* Notice of Superannuation contributions for self-employed persons
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| **P8****D5****D5****D5****D5****D4****D3****D1** | **Work Related Deductions:*** Details of depreciable assets bought during the year (e.g. laptops)
* Details and receipts for home expenses
* Professional journals/trade magazines
* Professional memberships/subscriptions
* Receipts for continuing professional development Courses and Seminars
* Receipts for self-education expenses
* Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment and travel
* Vehicle logbook for motor vehicle expenses (if using the logbook method)
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| **D9****D10****D7, D8****D15** | **Other Deductions:*** Receipts for donations of $2 and over to registered charities
* Expenditure incurred in managing tax affairs (e.g. tax agent fees)
* Expenditure incurred in earning interest, dividend and other investment income (e.g. investment advice fees)
* Income Protection Insurance Premiums
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|  | Note:* If there is a mixed usage (personal/business related), what would be your estimated/actual business portion?
 | \_\_\_\_\_\_\_\_ %🞎Estimated 🞎Actual |
| **Other Information:**Any other information that you think is relevant |
| **Notes/ Special Instructions:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |