

**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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 |
| **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 | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 |
| **(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 | 🞎  🞎  🞎 | 🞎  🞎  🞎 |
| **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 | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 |
| **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) | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎  🞎  🞎  🞎  🞎 |
| **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 | 🞎  🞎  🞎  🞎 | 🞎  🞎  🞎  🞎 |
|  | 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:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |