Income Tax Return (with investment property) Checklist Individuals

Please use this checklist and bring any relevant information with you to your meeting and/or remember to include this in your discussion where applicable.

INCOME

- ❏ PAYG Summaries
- ❏ Lump Sum and Termination Payment Summaries
- ❏ Government payment statements, if received
- ❏ Interest income from banks and building societies
- ❏ Dividends statements
- ❏ Annual Tax Statements from Managed Funds
- ❏ Other Income:
  - ❏ Business
  - ❏ Foreign income
  - ❏ Capital gains
  - ❏ Employee share schemes
- ❏ Children's details including D.O.B and evidence of any Centrelink benefits

EXPENSES

- ❏ Work related expenses:
  - ❏ Motor vehicle
  - ❏ Travel Expenses (fares and accommodation)
  - ❏ Uniform/work-wear
  - ❏ Self-education, Seminars, Conferences and professional development
  - ❏ Union, registrations, tools, subscriptions, memberships
  - ❏ Home office - software costs, Telephone, Internet, equipment, furniture, details if you want to claim a percentage of your rent/mortgage
  - ❏ Any other costs incurred earning income
- ❏ Donations to charities or building funds
- ❏ Income protection insurance
- ❏ Financial advisors fees
- ❏ Investment borrowings etc

INVESTMENT / RENTAL PROPERTY

- ❏ Investment Income
  - ❏ Annual statement of income (from your real estate manager)
- ❏ Investment Expenses
  - ❏ Annual statement of expense (from your real estate manager)

Please provide the following if expenses are not included on annual statements:

- ❏ Most recent depreciation schedule

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- ❏ Interest (please include loan statement)
- ❏ Body Corporate Fees
- ❏ Invoices/Bills
  - ❏ Council Rates
  - ❏ Insurances
  - ❏ Repairs & Maintenance
  - ❏ Cleaning fees
  - ❏ Gardening expenses
  - ❏ Pest control
  - ❏ Water, Electricity expenses
  - ❏ Any other applicable bills.
- ❏ Land Tax
- ❏ Solicitor Disbursement
- ❏ New asset purchases including description, date and cost of each item e.g. carpets, ovens etc.
- ❏ Rental details, including Agents fees & commissions etc.

Please provide the following if property was purchased in the current tax year:

- ❏ Settlement Statement
- ❏ Initial loan documentations

OTHER DETAILS;

- ❏ Health insurance and rebate entitlement statement
- ❏ Spouse details including taxable and exempt income
- ❏ Children's details including D.O.B and evidence of any Centrelink benefits.

REFUNDS - the Tax Office no longer issues refunds by cheque so you must bring your bank account details, including the BSB and Account Number with you to your Appointment or provide to Scott Partners.

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