



## 2011 TAX CHECKLIST: INDIVIDUAL TAX RETURNS

**NAME:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
**Bank Account:** BSB \_\_\_\_\_ Acc Number \_\_\_\_\_ (for electronic refund)

Please complete so we can ensure your details are up-to-date.

<b>GENERAL – If you have ticked yes please provide the supporting information when you return the checklist or come in for your appointment</b>	Yes	No	Unsure
<b>Income</b>			
<b>Salary or Wage –</b> PAYG payment summaries from all employers, including foreign employers. Includes payments made under income protection, sickness and accident and workers compensation. Any lump sum payments for unused annual or long service leave.			
<b>Employment Termination Payments (ETP's) –</b> All ETP payment summaries, including ETPs for foreign employment while an Australian resident.			
<b>Australian Government Payments</b> Centrelink, CDEP and DVA			
<b>Exempt Australian Government Payments:</b> Non-taxable Centrelink, CDEP and DVA			
<b>Employee Share Schemes (ESS):</b> Annual Employee Summary from employers re shares or rights, in Australian or foreign companies, connected to your employment either in Australia or overseas. ESS shares acquired in prior years that have reached a cessation time this year.			
<b>Other Australian Pensions or Annuities –</b> PAYG statements from payers for taxable and rebatable components			
<b>Australian Superannuation lump sum payments</b>			
<b>Gross Interest from all sources –</b> Details from your bank or investment statements			
<b>Dividends –</b> Dividend and bonus share statements, includes private as well as public companies. Note Dividend re-investments are still an income for you.			
<b>Partnerships and Trusts –</b> Details of managed funds or business involvements, includes tax effective investments such as tree/olive/wine schemes.			
<b>Business Income/Loss –</b> Please consider the business checklist.			
<b>Farm Management Deposits or Withdrawals –</b> From account statements (for primary producers only).			
<b>Capital gains –</b> All asset purchase and sale documents plus any additional costs not claimed as a general deduction. <b>Note: It is the contract date that determines the date of disposal. Settlement date is immaterial.</b>			
<b>Foreign Source Income and Foreign Assets or Property –</b> Details of income, asset values and taxes paid/withheld.			
<b>Share in Trust Income,</b> either discretionary or unit trust, lodged by another tax agent.			
<b>Reportable Employer Superannuation Contribution Statement.</b> Usually superannuation salary sacrificed above the 9% Super Guarantee amount.			
<b>Rent –</b> Provide details of rent received, expenses incurred, bank loan statements, km's travelled for inspections and depreciation schedules. If using a managing agent, please provide the annual statement.			
<b>Bonuses from Life Companies and Friendly Societies –</b> Please provide all available documentation.			

	Yes	No	Unsure
<b>Forestry Managed Investment scheme income</b>			
<b>Annual Salary Packaging Statement</b>			
<b>Other income</b> – Have you received any other incomes that may be taxable? E.g.:			
1. Scholarships, bursaries or grants			
2. Royalties			
3. Jury service fees			
4. Foreign Exchange gains			
<b>Deductions</b>			
<b>Work related car expenses</b> – Do you use your car for work? Include collecting materials, stock, dropping off records or meeting with clients. <b>Have you kept a log book?</b> Can you reasonably estimate the number of kilometres for work purposes? Do you have your receipts? MV Make                      Rego #                      Odometer Reading 30/06/2011			
<b>Work related travel expenses</b> – Do you travel and stay away from home for work purposes? <b>Domestic Travel</b> - Provide all available details. (diary required for 6+ nights) <b>Overseas Travel</b> - Must obtain documentary evidence as well as diary.			
<b>Work related uniform, occupation specific or protective clothing.</b> Protective clothing, sunglasses, sunscreen and safety footwear Compulsory uniforms Occupational specific – identifies as a member of a profession or trade.			
<b>Work related self-education expenses</b> – Must have connection to current type of income earning activity at time of study. Includes course fee, travel, and stationery			
<b>Other work related expenses</b> - Examples include union fees, seminars, overtime meals, home office, telephone, subscriptions, briefcase, calculator, electronic organiser, and assets not exceeding \$300.			
<b>Interest and dividend deductions</b> –E.g. interest on borrowings to buy shares.			
<b>Gifts or donations</b> – Red Cross, Telethon etc. Over \$2 to an endorsed institution.			
<b>Cost of managing tax affairs</b> – Include kms travelled to tax agent for meetings.			
<b>Australian film Industry incentives</b> – Provide full documentation			
<b>Undeducted purchase price of a foreign pension or annuity</b>			
<b>Child Support you paid</b>			
<b>Personal superannuation contributions</b> – Must be essentially a non-employee. Please provide fund details, policy number, amount contributed. Fund acknowledgement of contribution.			
<b>Deduction for project pool</b> - Relates to certain capitals expenses incurred which are directly connected with a project to gain or produce assessable income.			
<b>Forestry managed investment scheme deductions</b>			
<b>Other deductions</b> - For example, accident and sickness insurance premiums. Income protection insurance. Please provide fund details.			
<b>Losses</b>			
<b>Investment losses from Joint Activities not handled by this firm.</b>			

	Yes	No	Unsure
<b>Tax Offsets</b>			
<b>Spouse (without dependent child or student), child-housekeeper, or housekeeper - Did you have a dependent spouse, a child-housekeeper, or a housekeeper.</b>			
<b>Senior Australians tax offset</b>			
<b>Superannuation, annuity and pension</b> - Non-deductible superannuation contributions for certain low income employees and certain annuity/pension payments.			
<b>Private health insurance</b> – Please provide your Annual fund statement.			
<b>Education Tax Refund</b> – If you or your spouse qualify for Family Tax Benefit A, please provide copies of school expenses including computers & accessories, text books, internet costs, stationery, calculators etc (see <a href="http://www.educationtaxrefund.gov.au">www.educationtaxrefund.gov.au</a> or discuss with our office). Please include amounts unclaimed from last year.			
<b>Do You hold a Commonwealth Seniors Health Card</b>			
<b>Superannuation contributions on behalf of your spouse</b>			
<b>Residency, Zone or overseas forces</b> - Did you live or work in a remote area this year, work overseas, or work in the defence force stationed overseas. Please provide: dates for entering and leaving the country dates for commencing work in a remote area			
<b>Net medical expenses over \$2,000</b> - Includes pharmacy, doctor, dental, chiro, physio. Health fund, Medicare and Pharmacy statements.			
<b>Parent, spouse's parent or invalid relative</b> - if dependant on you and living in Australia.			
<b>Land care and water facility rebate</b>			
<b>Other tax offsets</b> - Land Transport Facilities Scheme, Infrastructure Borrowing Scheme, work in the Joint Petroleum Development Area of Timor Sea			
<b>Medicare Levy Related Items</b>			
<b>Medicare levy reduction or exemption</b> – DVA or low income.			
<b>Medicare levy surcharge</b> – if no Private Health Hospital cover			
<b>Adjustments</b>			
<b>Part year tax free threshold</b> – Did you finish school for the first time and take up full time work? Were you a resident for only part of the year?			
<b>Amount on which family trust distribution tax has been paid</b> - From trust, company, or partnership distribution details not handled by this firm.			
<b>Credit for interest on tax paid early</b>			
<b>Dependants</b> – Please provide full details of all dependants <b>Full Name :-</b>		Date of Birth	
<b>General details/queries</b>			
Please list, and provide receipts for, any business assets purchased this financial year costing more than \$1000.00. If bought on using a loan, please provide the financial institution documents.			
<b>Asset Description</b>	<b>Date Purchased</b>	<b>Cost</b>	

