CORDEROY ACCOUNTING SERVICES

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2018 TAX CHECKLIST: INDIVIDUAL TAX RETURNS

NAME: ________________________________ **TFN:** __________________
Address: ____
Email: ____
Phone: ______________________ **Mobile:** ______________________
Bank Details: BSB ________________ **ACC #** ____________________________ **(for electronic tax refunds)**

New Clients: Last year's Notice of Assessment and Tax Return (if available)

Income

- ☐ Gross salary, wages, allowances, benefits, earnings, tips, Directors Fees and Insurance for lost wages.
- ☐ Income from business activities.
- ☐ PAYG Payment Summaries.
- ☐ Details of any non-cash benefits received including discount(s) on employee shares or rights.
- ☐ Lump sum and termination payments. All documentation should be provided including an ETP Payment Summary from the employer or fund.
- ☐ Government Social Security payments, including pensions, unemployment and sickness benefits.
- ☐ Details of any CGT asset sales (e.g. shares, business and real estate). Please include dates of, and costs associated with, acquisition and disposal (You can save tax if you qualify for the variety of CGT concessions).
- ☐ Annuities, including allocated pensions or superannuation income streams.
- ☐ Income from trusts and partnerships. Statements of distribution should be provided where appropriate.
- ☐ Rental income.
- ☐ Interest and dividends received from any source including life insurance or friendly society bonuses and any tax deducted. Include details of franked dividends (i.e. imputation credits).
- ☐ Foreign source (employment and pension) income and details of any foreign tax credits, assets or property.

Deductions

- ☐ Investment and property expenses (carefully detail interest and repair claims), supply statements.
- ☐ Work-related subscriptions or memberships (not including sporting or social clubs).
- ☐ Employment related expenditure such as self-education, protective clothing, tools, union fees, uniform and laundry expenses.
- ☐ Motor vehicle expenses, car finance lease statements (include petrol, repairs, parking and maintain a Motor Vehicle Log Book where necessary).
- ☐ Donations of $2 and over.
- ☐ Income Protection Insurance Premiums.
- ☐ Personal Superannuation Contributions. (Valid notice of intent to claim form must be provided to superfund before lodgement).
- ☐ Home office expenses where employment requires use of your computer, phone or other device.
- ☐ Tax Agent Fees and other accounting/tax audit fees.
- ☐ Special deductions (Australian films, investment shelters and agribusiness-type schemes).
- ☐ Unrecouped prior year losses.

Rebates

- ☐ Private health insurance annual statement.
- ☐ Details of superannuation contributions where no tax deduction can be claimed and contributions made on behalf of spouse.
- ☐ Any changes in dependants, children or spouse details (full name & DOB) and any Centrelink benefits applicable (income of spouse should also be provided).
- ☐ Details of any income received in a lump sum which was accrued in earlier income years (e.g. assessable pensions).
- ☐ Details of any remote work where your usual place of residence was in a remote area for 183 days or more.
- ☐ HECS-HELP Debt details.
- ☐ **Note:** The net family medical expenses tax offset is being phased out and for 2017/18 & 2018/19 is restricted to net eligible expenses for disability aids, attendant care or aged care and will cease 1st July 2019 altogether.