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PERSONAL TAX RETURN CHECKLIST 2017

The following is a quick guide of what to bring for your appointment:

- ❑ A copy of last year's tax assessment and any amended assessments received. Annual PAYG instalment due in October.
- ❑ Your **bank account details** so the Tax Office can pay your refund into your bank account. The Tax Office no longer issues refund cheques.
- ❑ Copy of any correspondence received from the ATO, i.e. Income Tax Account/Integrated Client Account details and other requests/letters.

INCOME

- ❑ All Group Certificates, now called PAYG Payment Summaries and any attachments.
- ❑ Statement of Pension – taxable and exempt (not Family Tax Benefits); Centrelink payments (we may be able to obtain these figures from the Tax Office).
- ❑ Eligible Termination Payments - ETP
- ❑ Annuities and other pension details, along with Tax Offset.
- ❑ All interest details, such as account numbers and amounts. Remember if you are Trustee for your children, the Tax Office considers any interest earned on that account to be yours.
- ❑ Trust distribution/dividends (bring along your annual distribution/dividend statements issued by the fund).
- ❑ During the year many savings and investment institutions have deducted tax from accounts where they have not recorded your tax file number or exemption. A refund of this tax can be claimed on your tax return. Make sure that you bring all your statements, distributions and bank books so you don't pay tax twice on your income.
- ❑ BAS and IAS Statements, Voluntary Agreement (PAYG summaries)
- ❑ Capital Gains Tax - sale of property, shares etc. Details of contract date and costs for purchase, sale and improvements, legals, stamp duties & commissions.
- ❑ Any other income details re: Partnerships, Overseas, Business, Insurance Bonuses received.
- ❑ Details of any employee share acquisition scheme.
- ❑ Details of any Child Support received or paid.

Note: We can usually get your information that is recorded at the Tax Office but we often find that this information is incomplete or incorrect. Please still bring in your paperwork so we can accurately record your income.

DEDUCTIONS **PLEASE BRING ALL YOUR RECEIPTS WITH YOU**

- ❑ Union Fees
- ❑ Protective Clothing/Uniforms
- ❑ Tools of Trade
- ❑ Motor Vehicle - Logbook, receipts, diary, registration number.
- ❑ Odometer reading of income producing vehicle at 30 June each year.
- ❑ Record of distance travelled if claiming on the cents per kilometre basis.

PTO ---

- ❑ Self-Education expenses
- ❑ Any other work related expenses
- ❑ Gifts and donations
- ❑ Payments made for personal sickness and accident insurance (income protection)
- ❑ Payments made to personal superannuation fund and policy number. ABN number of fund, confirmation letter about contributions.
- ❑ Home Office – Log book for hours worked, computer usage, internet usage – keep a new log book each year for at least 1 month.
- ❑ If you have made voluntary contributions to a super fund, you may be eligible for a co-contribution payment to your super fund.
- ❑ Interest and bank fees on money used to gain taxable income.
- ❑ Investment related expenses.

REBATES NOW CALLED OFFSETS

- ❑ Your spouse's income, PAYG summaries, tax file number and date of birth.
- ❑ Names of your children and their dates of birth for zone rebate claim.
- ❑ Have you lived in a zone area during the year?
- ❑ Your children's income - it makes a difference to the rebate claimed if the child's income exceeds $1785
- ❑ The medical expense offset for disability aids, attendance care or aged care is available until 2019.
- ❑ Details of Annuities or Allocated Pensions received
- ❑ Health Insurance details, policy number and details of policy.
- ❑ Statement from Health Fund showing amount of eligible rebate.
- ❑ Superannuation paid on behalf of a low-income spouse.

OTHER INFORMATION

- ❑ Details of any HELP Debt or Austudy Supplementary debt still owing.
- ❑ Details of any outstanding **child support debt** or **Australian Taxation Office debt**.
- ❑ Voluntary tax payments.
- ❑ Child support - please bring details of how much you have paid or received over the past year.

RENTAL PROPERTIES

- ❑ Rent received for the year (Annual statement from real estate)
- ❑ Interest on loan/s for rental property
- ❑ Rates/Water Rates and Insurance
- ❑ Agent's fees
- ❑ Repairs and maintenance
- ❑ New purchases of assets, ie hot water system
- ❑ Bank Fees
- ❑ Land Tax
- ❑ Pest Control
- ❑ Yard work, mowing
- ❑ Telephone usage
- ❑ Cleaning costs between tenants
- ❑ **New rental properties**:
  - Address of property
  - Date of purchase
  - Date available for rent
  - If known, date of construction of property and ownership of property
  - Quantity Surveyors Report to calculate depreciation
  - Costs associated with buying the property, e.g. borrowing charges (bank loan documents), body corporate costs.
  - Solicitor's settlement statement showing cost of property and any adjustments.