

# 2018 INDIVIDUAL INCOME TAX RETURN CHECKLIST

YOUR NAME:

CONTACT PH. NO.(B):

(H):

(M):

HOME ADDRESS:

POSTAL ADDRESS:

D.O.B:

OCCUPATION:

SPOUSE:

E-Mail Address:

\*If you circle yes on any question please either attach the required receipts or include a summary of the details.

## ***Your Income***

1. Have you received any:
  - **Australian Government Pensions, Allowances or Austudy Statements?**  
We will also need details of any tax-free government pensions or payments.
  - **PAYG Payment Summaries?** (Formally known as Group Certificates)
  - **Employment Termination Payment Statements?**
  - **Australian Annuities & Superannuation Income Stream Statements?** Specify what the **undeducted purchase price is** (if known). Y / N
  
2. If you **received interest** on any Bank Accounts/Other Investments please provide details of all accounts on which interest was received, the amount(s) received & if accounts are jointly or personally held. Y / N
  
3. Did you receive any **distributions** from **Trusts or Partnerships**, including Managed Funds? *If so, please send in the Tax Summary Statement and any other appropriate information.* Y / N
  
4. Do you have a **rental property?** If so, then we need details of rent received, interest paid and other deductions for each property. Y / N

If the **property was bought** during the year we will need the following information:

- purchase contract & settlement adjustments
- contract date and settlement date
- list of chattels bought, the date and cost of each (eg. stove, hot water service, carpets, curtains, blinds, oven, heater, ducted heating, etc), the depreciation rules for second-hand depreciating assets for rental properties has changed
- details of borrowing costs and term of loan, plus loan statements
- details of stamp duty and legal fees paid
- date the property was first constructed (year and month are enough)
- date the property was rented out if applicable

5. Do you **own any shares**? If yes, we need the **dividend statements** for the year. If you have no dividend statements, we need **total dividends received** from each company for the year as follows:
- Unfranked Dividends - Franked Dividends - Imputation Credits Y / N

6. Did you **sell any assets** during the year that may give rise to Capital Gains Tax? eg **Rental Property or Shares**. Y / N

*If so we need the following information:*

- asset description
- purchase & sale contracts & settlement statements
- purchase and sale dates (contract dates preferable, but if not available an estimated date).
- cost price (including purchase price, stamp duty, legal expenses, brokers fees etc.)
- sale price (including sales commission, legal expenses, brokers commission etc.)  
(Attach details and documents)

If shares were sold, we need the sale documents, the original purchase documents and any dividend reinvestment documents. (These must show the purchase/sale prices and dates.)

7. Did you receive any **other income**? If so, we will need full details of the source and amount of income received. Business Income as a Sole Trader? Y / N

8. Did you have any shares purchased through an **employee share scheme**? Y / N  
If so, please provide the *Employee share scheme: employee summary* from each employer.

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## ***Your Deductions***

### **Motor Vehicle:**

9. Are you required by your employer to **use your car for work**? Y / N  
*If yes, please advise the following:*

- A. If you **travelled 5,000 business kilometres or less**, we need details of the **business kilometres travelled**.

**OR**

- B. If you **travel more than 5,000 business kilometres** for work or would like to use the log book method, then we need to know the **actual running costs** of the car such as:

- Log Book Business use %
- Copy of the log book
- Vehicle make & model, purchase details and documents
- Registration
- Insurance
- RACV
- Petrol - If you do not have receipts, please provide an estimate (eg \$30 per week)
- Repairs & Maintenance
- Lease, Loan or Hire Purchase (HP) payments and documents

10. Did you **buy or sell** a motor vehicle during this financial year, which was used for work?

*If so, please provide the following details:*

Y / N

**If a car was sold**, we need:

- Date of sale
- Sale price
- Dealer sale document (incl. trade-in)
- Finance payout information (if any)

**If a car was bought**, we need:

- Date of purchase
- Purchase price
- Dealer purchase document (incl. trade-in)
- Finance information (lease/HP, if any)

11. Did you incur any **work-related travel expenses**? *If so, we need a list of expenses incurred.*

Y / N

Please note that a diary should be kept if away from home for 6 nights or more and receipts should be supplied where possible.

12. Did you incur any expenses in relation to **uniforms or protective clothing** including the **laundry / dry cleaning of these uniforms**? *If yes, please provide a list of these expenses.*

Y / N

13. **Work Related Self Education.** Did you complete any **courses** that were related to your work? If yes, we need to know what type of course and what expenses were incurred? Y / N

14. **Home Office Expenses.** Did you perform any **work at home**? If yes, could you please estimate how many hours a week you work at home and provide a list of expenses related to this eg stationery, books, furniture etc).

Y / N

15. Did you have any **other work-related expenses**?

Y / N

Such as:

- Union dues
- Mobile Phone Bills
- Tools
- Income Protection Insurance
- Depreciation (professional library, tools, equipment)
- Car parking
- Seminars & Courses (not at an educational institution)
- Stationery &/or Computer Expenses
- Briefcase or Calculator
- Books, Journals or Reference Materials
- Subscriptions
- Safety & Sun protection
- Any other expenses

*If so, we require details of these expenses in summary form, or the actual receipts.*

16. Did you **personally contribute to a Superannuation Fund**? Most individuals under 75 years old can now claim a deduction for personal super contributions, regardless of their employment arrangement. *If yes, specify details such as name of Superannuation Fund, ABN, policy number and amount of contribution and whether or not you expect to claim a deduction or receive a Co-contribution amount from the tax office. An intention to claim letter from your Superannuation Fund will be required & will give us a lot of this information.* Y / N
17. Did you take out any new **loans / borrow for business or investment purposes**? If yes, we need details of the purpose of the loan, the loan statement(s), the term of the loan, application costs and other expenses paid to the bank re the loan. Y / N
18. Did you make any **donations** of \$2.00 or more to registered charities or Natural Disaster Funds? *If yes, please provide a list of these donations.* Y / N
19. Did you incur **Tax Agent Fees** for preparing last years Tax Return? If yes, we need to know the amount and who it was paid to. Y / N

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### ***Any other information***

20. Do you have a **HECS, HELP, SFSS, SSL or TSL debt**? Y / N
21. Did you become a **resident of Australia** or **cease being a resident of Australia** during this financial year? *If so we need to know the date residency status changed and details of any income earned overseas.* Y / N

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### ***Rebates***

22. **Did you have a spouse (married/defacto) at 30th June 2018?**

*If yes, please include the following information.*

Y / N

Full name:

Date of birth:

Tax File Number:

Income Received:

Wages, Pensions or Allowances from Centrelink (including tax exempt payments),  
Interest, Dividends etc

Expenses Incurred:

Bank charges, travel expenses etc

(or spouse's taxable income if the above is not known)

**23. Do you have any children?** Y / N  
*If yes, please include details such as; full name, date of birth, number of nights under your care and any income received by these children. A dependant child is under 21 years old, or 21 to 24 years old and a full-time student.*

**24. Do you have any dependants other than your children eg Parents?** Y / N  
*If yes, please include details such as; full name, date of birth and relationship of dependant.*

**25. Are you a sole parent?** Y / N

**26. Medical Expenses Rebate:** Y / N

From 1<sup>st</sup> July 2015, the rebate will only be available to taxpayers with net expenses relating to disability aids, attendant care or aged care. This rebate will be completely abolished from 1<sup>st</sup> July 2019. If your family's out of pocket **Medical Expenses were over \$2,333** for low income families (under \$180,000) or **\$5,504** for high income families (over \$180,000), i.e. after Medicare and private health insurance reimbursements, you may be able to obtain a rebate.

- In the event you have paid for medical expenses relating to disability aids, attendant care or aged care only, you can make a claim regardless of previous year's claims.

**27. Health Insurance:** Did you contribute to any **Private Health Insurance** during the year. If yes, you should receive a statement from your health fund in regards to the rebate you may be entitled to. It is important for us to have a copy of this statement. Please include this with your information. Y / N

**28. Did you make any contributions to your spouse's superannuation fund?** *If yes, please include details of the amount of the contribution and the taxable income of your spouse.* Y / N

**29. If the following applies to you in any way, we may need additional information:** Y / N

- You received a payment from Centrelink or Veterans Affairs
- Your child received a payment from Centrelink based on parental income
- You hold a Commonwealth seniors health card
- You paid child support (we will need to know how much)
- You will have a senior Australians or pensioner tax offset for 2018
- You will have to pay a medicare levy surcharge because your income is over \$90,000 for individuals or \$180,000 for families
- Were you under 18 years old on 30<sup>th</sup> June 2018.

30. Will you need to lodge a return for 2018? Do any of the following apply? Y / N

- You were over 65, single and your Taxable Income was under \$32,279,
- You were over 65, partnered and your Taxable Income was under \$28,974,
- You were under 65, and your Taxable Income was under \$20,542,
- You paid no tax during the year and your Taxable Income was under \$18,200,
- You have already claimed your full private health insurance rebate,
- Your only income was from non-taxable pensions, annuities or centrelink payments, and interest.

If you feel you may not need to lodge a return for 2018, please give us a call to confirm this.

If you don't need to lodge a tax return for 2018, and you have received dividends with franking credits, you can claim a refund of franking credits by using *Refund of franking credits instructions and application for individuals 2017 (NAT 4105-06.2017)*. You can download this from the ATO's website at [www.ato.gov.au](http://www.ato.gov.au) or we can send you a copy.

If you believe you will receive a refund this year, you will need to provide us with details of a bank account you would like your refund to be deposited in to. It is compulsory for all returns lodged after 1<sup>st</sup> July 2013.

We will require the following information:

Bank and Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
BSB Number: \_\_\_\_\_ Account No. \_\_\_\_\_

***Could you please provide any additional information that may be relevant, then sign & date the bottom of the page***

*Thank you for your time and effort in completing this Checklist*

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The above list is provided as a guide only and is non-exhaustive. Should you have any other relevant information that could impact on your return please attach details.

Completed by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## QUICK CHECKLIST

### INCOME

- Payment Summaries
- Lump Sum and Termination Payment Summaries
- Government Payment Summaries
- Interest Income
- Partnership or Trust Distribution Statement
- Annual Tax Statements from Managed Investments
- Rental Property Statements
- Dividend Statements
- Capital Gains
- Business Income
- Foreign Income
- Employee Share Schemes

### EXPENSES

- Motor Vehicle Expenses
- Travel Expenses
- Uniforms and Protective Clothing
- Self-Education and Professional Development
- Home Office, Computer, Internet, Mobile Phone
- Union, Subscriptions, Tools, Memberships
- Depreciable Assets
- Income Protection Insurance Statement
- Other Work-Related Expenses
- Superannuation
- Donations
- Tax Agent
- Rental Property Expenses
- Business Expenses

### REBATES, OFFSETS AND REFUNDS

- Spouse Details including Taxable and exempt income
- Dependant Details
- Medical Expenses
- Health Insurance Statement

### OTHER

- HELP Debt
- IAS's or details of PAYG instalments paid

Please use this checklist as a guide and bring any relevant information with you as we cannot be sure when the Australian Tax Office Portal will have the income details available.