

# Tax Prep Checklist

This is a generic checklist to help collate the information required to complete your tax return, please note that not all items may be applicable to you.



## INCOME

- Ensure that your Employer has finalised Single Touch Payroll (for all wages including Employment Termination Payments)
- Superannuation Pension & Annuities Income
- Interest Income Summary (from Financial Institutions)
- Dividend Income
- Investment Property Rental Details
  - Income
  - Loan Interest
  - Expenses
  - Capital Works Expenditure
- Managed Investment Trust Income
  - Cash Management Trust
  - Money Market Trust
  - Mortgage Trust
  - Unit Trust
  - Managed Fund
- Capital Gains (Purchase & Sale Details of Sold Assets including both Shares & Property)
- Partnership & Trust Income (Partner or Beneficiary)
- Any Other Income
  - Compensation & Insurance Payments
  - Discounts on Shares or Rights Received Under an Employee Share Scheme
  - Lump Sum Payments in Arrears
  - Foreign Exchange Gains
  - Royalties
  - Jury Service Fees

## TAX OFFSETS

- Zone & Overseas Forces (Let us know if you lived in a remote area for more than 181 days)

### EXPECTING A REFUND?

Don't forget to provide us with your bank account details!

## DEDUCTIONS

- Work Related Car Expenses
  - Number of kms driven OR Logbook with Service & Repair Costs, Registration & Insurance Costs, Engine Capacity)
- Work Related Travel Expenses
  - Number of Nights Away & Where
  - Accommodation Costs
  - Meal Costs
  - Diary for Overseas Travel
- Work Related Uniform Expenses
  - Protective Clothing & Safety Footwear
  - Compulsory Clothing
  - Occupational-Specific Clothing
  - Laundry & Dry Cleaning Costs
- Work Related Self-Education Expenses
  - Course Expenses
  - Depreciating Assets
  - Car Expenses
  - Travel Expenses
  - Student Union Fees
  - Books
  - Stationery
  - Tools & Equipment
  - Consumables
- Other Work-Related Expenses
  - Income Protection or Sickness & Accident Insurance
  - Union Fees
  - Seminars
  - Overtime Meals
  - Home Office Expenses (inc hours worked, furniture, phone, internet, computer consumables, stationery)
  - Tools & Equipment
- Any Other Deductions
  - Cost of Managing Tax Affairs
  - Gifts & Donations
  - Personal Super Contributions (not made by your Employer)
- Interest, Dividend & Other Investment Income Deductions (inc Investment Advisor Fees)