

# TAX RETURN CHECKLISTS

## BUSINESSES

Before you meet with your accountant to lodge your tax return, please review the following list and tick which items apply to you. Please bring all relevant documentation and receipts with you to your appointment.

## BUSINESS INCOME & EXPENSES

- Computer program backup on disk, USB or Sharefile
- Access granted to any cloud based accounting software. Ask your Accountant what to send and to where.
- Password or account setup for your computer program
- Bank statements for business and/or investment accounts
- Cheque books
- Deposit books
- Bank statements for all loan accounts
- New Loan, Hire Purchase, Lease or Insurance Funding Agreement
- Details of creditors at 30 June
- PAYG withholding on wages owing at 30 June
- Details of debtors at 30 June
- List of bad debts for the year
- Total stock on hand at 30 June
- Livestock numbers on hand at 30 June
- Details (invoice) of equipment purchased or traded in
- Employee annual PAYG Summaries
- Details of private use percentages (phone, electricity, vehicles/ new logbook)
- Premium schedule for Insurance policies paid
- Details of superannuation contributions for business owners



## INCOME

- PAYG Payment Summaries (i.e. Group Certificates)
- Foreign PAYG Payment Summaries and payslips (where appropriate for the financial year)
- Centrelink Tax Statements
- Australian Government Pensions and Allowances (including Tax Free Pensions)
- Employer Lump Sum Payments
- Jury Service Payments
- Royalties

## WORK RELATED TAX DEDUCTIONS

- Motor vehicle expenses (e.g. kilometres, engine size, purchase price & date, log book)
- Travel
- Uniforms
- Self-education expenses
- Sun protection claim (if you work in the sun)
- Union fees
- Home office expenses
- Seminars / Courses / Conferences
- Overtime meal expenses
- Briefcase / laptop bag
- Tools and equipment
- Computer costs
- Software
- Memberships and subscriptions
- Telephone / Mobile Phone / Internet
- Reference books / Journals / Trade Magazines

### DON'T FORGET

When claiming work related expenses, ensure you also advise any private use percentages (e.g. mobile phone, computer).

## GENERAL TAX DEDUCTIONS

- Income protection insurance
- Details of superannuation contributions (including intention to claim form from super fund)
- Gifts and donations
- Tax related expenses (including tax agent fees, travel to tax appointment)

## INTEREST & DIVIDENDS

- Interest on all bank accounts held
- Details of any dividends received
- Tax statements from managed funds
- Details of any investments and/or assets sold (include both details of the purchase and the sale)

## RENTAL PROPERTIES

- Details of all rent received (agent statements or bank statements)
- Period that the properties was rented (or available for rent)
- Details of all expenses relating to rental properties (e.g. repairs, property management fees, rates, building and landlord insurance)
- All Loan statements relating to rental properties
- Depreciation report
- Details of the purchase and/or sale of properties (Settlement letters and contracts)

## OTHER

- Spouse income
- Details of dependent children (number of children, names and date of birth)

- Family Tax Benefit (Have you claimed during the period?)
- Details of child support payments (amounts paid or benefits provided for maintenance)
- Private health insurance yearly statement
- Disability aid medical receipts, attendant care or aged care expenses

- Last superannuation statement received
- Home loan statement
- Life insurance policies
- HELP (Higher Education Loan Program) / HECS
- Reportable fringe benefits amount

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**IMPORTANT:** Bank account details are required to receive your tax refund as cheques are no longer issued. Please provide your account details below.

**Account Name:**

**BSB:**

**Account Number:**

**Raise your additional notes and questions below:**


If your contact information has changed, please contact your accountant or advisor on 07 4632 1966. Alternatively, you can email us at [mail@mconachiestedman.com.au](mailto:mail@mconachiestedman.com.au).

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