

Your Tax Time Checklist

Income

- ┆ Pay as you go (PAYG) payment summary
- ┆ Details of any allowances not on PAYG payment summary (travel, laundry, car, phone etc)
- ┆ Employment termination payment summaries
- ┆ Australian Government PAYG payment summaries – New Start, Youth Allowance, ABSTUDY, Disability pension, Age pension or other pension
- ┆ Any other pension-like income streams e.g. Australian annuities and superannuation income streams
- ┆ Interest received on all bank accounts
- ┆ Dividend statements
- ┆ Employee share scheme statements
- ┆ Annual tax statements from managed funds
- ┆ Trust distribution notices, declarations and tax statements
- ┆ Rental property income and expenses (including loans, rates, insurance, agents statements etc)
- ┆ Business income and expense records – e.g. MYOB, QuickBooks, Excel, Xero
- ┆ Farm management deposits and repayments
- ┆ Foreign source income – employment, interest, dividends, rental, pension

Capital Gains Tax and other important information

- ┆ Shares – buy and sell contracts for any shares bought/sold
- ┆ Purchase and/or sale contracts for investments properties bought or sold during the year
- ┆ Private health insurance statement
- ┆ Bank account details (for any refunds)

Deductions

- ┆ Motor vehicle – work related expenses:
 - ┆ Diary records detailing Kms travelled for work/study/business related purposes
 - or
 - ┆ Log book and car expenses – fuel, registration, insurance, maintenance
 - or
 - ┆ Cost of car and acquisition date
 - ┆ Finance documents and/or loan agreements for any vehicles financed
- ┆ Details of any travel for work specific purposes (not in a car)
- ┆ Receipts for work related expenses e.g. uniform purchases, tools, union fees, phone, internet, subscriptions, journals and periodicals, stationary, seminars, computer etc
- ┆ Did you undertake any study in relation to your employment to increase your income or skills? Please provide all costs and receipts
- ┆ Loan interest for the purpose of receiving investment income including interest or dividends
- ┆ Accounting fees you paid for last year's tax return
- ┆ Donation receipts
- ┆ Income protection insurance

Superannuation

- ┆ Personal super contributions including date, amount and fund details
- ┆ Did you make any super contributions for your spouse?

Offsets and other information

- ┆ Did you incur over \$2,300 of out of pocket medical expenses on Disability Aids, Aged Care or Home Attendant services? If so, please provide receipts or statements for the 2017 financial year
- ┆ Did you financially support a dependent who was genuinely unable to work due to invalidity or care obligations?
- ┆ Did you live or work in a remote isolated area of Australia?
- ┆ Did you serve overseas as a member of Australia's Defence Forces?
- ┆ Did you receive any pensions which you do not pay tax on?
- ┆ Have you paid any child support in 2016? If so, how much?