

Tax return checklist

Name of client _____
 Name of spouse _____
 Contact details as per last year
 Address _____

 Occupation _____
 Phone _____ email _____
 TFN _____ DOB _____

Work

- Y N
- Payment summaries, tips directors fees
 - Employer lump sum payments
 - Employment Termination Payments
 - Employee Share Schemes
 - Foreign employment income
 - Other employment related income

 - Motor car - bulky equipment, between places of work, away from work, itinerant (km's travelled and make & model of vehicle)
 - Other travel related expenses
 - Compulsory uniform, occupation specific, protective, laundry, sun protection
 - Self-education
 - Other work-related - seminars, reference materials, union, memberships, home office, tools, consumables, stationery, overtime meals up to \$23.60

 - Partnership, PSI, Business (also complete business checklist)

Investments

- Y N
- Interest (bank statements showing annual interest received)
 - Dividends (dividend payment statements)
 - Managed funds (annual tax statements)
 - Capital gains & losses (Australian and foreign)(disposal on any assets – purchase and sale documents)
 - Foreign investment income or loss
 - Rent (also complete rental checklist)

 - Interest deductions
 - Dividend deductions
 - Personal superannuation contributions

 - Superannuation on behalf of spouse

Retirement, government support

- Y N
- Government allowances
 - Government pensions
 - Australian annuities & superannuation income stream
 - Australian Superannuation lump sum payments
 - Foreign pensions

 - Medicare exemption/reduction – DVA certificate

Health and Family

Y N

- Provide spouse taxable income if we are not completing spouses tax return \$ _____
- Education Tax Refund (have to receive FTB part A), provide the following:
- child's age and name _____
 - expense documentation _____
 - school percentage _____
- Number of dependent children (under 21 or students under 25) _____
- Medical expenses (over \$2,000 out of pocket) medicare card # _____ Ind ref # _____
- Provide annual private health insurance statement

Tax adjustments and calculation

Y N

- Child support payments \$ _____
- PAYG instalments \$ _____

Sundry

Y N

- Gifts and donations, political parties
- Tax agent fees
- Other deductions (income protection insurance)
- Zone and overseas forces
- Other income

Assessment

Would you like your refund credited directly to a nominated financial institution?

Y N

Bank _____
Account Name _____
BSB: _____
Account Number _____