

## Income Tax Return Checklist –Individuals

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

### Income

- Payment Summaries
- Lump Sum and Termination Payment Summaries
- Government payment statements, if received
- Interest income from banks and building societies
- Dividend statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds
- Other income:
  - Rental properties
  - Business
  - Foreign income
  - Capital gains
  - Employee share schemes

### Deductions

- Work related expenses:
  - Motor vehicle
  - Travel (fares and accommodation)
  - Uniforms/work-wear
  - Self-education and professional development
  - Union, registrations, tools, subscriptions, memberships
  - Home office, seminars, conferences
  - Telephone, computer, internet
  - Any other costs incurred earning income
  - Donations to charities or building funds
  - Income protection insurance

### Offsets and Refunds

- Health insurance and rebate entitlement statement
- IAS statements or details of PAYG instalments paid
- Spouse details including taxable and exempt income

### Tax Refunds

- the Tax Office no longer issues refunds by cheque so you supply your bank account details, including the BSB and Account Number