

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 Australian Taxation Office no longer issue refunds by cheque. Therefore you will need to supply your bank account details; Account Name, BSB and Account Number.