



Unit 1, 48 Flinders Pde North Lakes QLD 4509
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Check List for Personal Tax Returns

Please provide all relevant information detailed below so we can process your tax returns as economically and quickly as possible for you. Information can be scanned and emailed to admin@herronaccountants.com.au or posted to PO Box 504, North Lakes QLD 4509 for your convenience.

Please tick where applicable & provide all relevant documentation

INCOME:

- PAYG Summaries from your Employer or Centrelink
- PAYG Summaries for Pensions or Annuities received including
 - Notice of Undeducted Purchase Price deduction and Rebate available
 - Details of Taxed Element and Untaxed Element if not recorded on the PAYG Summary
 - Details of any Lump Sum Payments
 - Details of ALL Tax Free Income including Pensions
- Eligible Termination Payments (ETPs) Summaries relating to lump sum payments received from your Employer or Superannuation Fund
- Details of interest earned from ALL sources eg Banks, Term Deposits, other investments etc
- Copies of **ALL** dividend notices – Please check that the date of payment shown on the notice during the financial year.
- Copies of **ALL** Annual Tax Summaries from Trust Investments (Managed Funds) and details of any Redemption of Units – Capital Gains Statements
- Details of any assets sold eg shares, property, trust investments. **Please Note: The date of purchase and sale is based on Contract Date.**
 - Copy of all purchase documentation eg contracts, contract dates, solicitors settlement letters, stamp duty.
 - Copy of sale documentation eg contracts, contract dates, solicitors settlement letters, commissions
- Any other income received during the year
 - Foreign pensions – eg UK pensions
 - Income Protection Received
 - Workers Compensation Received
 - Reportable Superannuation Contributions
 - Reportable Fringe Benefits Tax Statements

CLIENT NOTES:

- Child Support Payments
- If unsure please **ask us!**

EXPENSES:

Please Note: This is an area the Tax Office will be checking in their audit procedures and you may be required to provide receipts to the Tax Office.

- Purchases, dry cleaning or laundry of protective clothing, uniforms and occupation specific clothing (eg chef) etc
 - Indicate whether the uniform is compulsory, non-compulsory or protective
 - If non-compulsory, is the uniform registered with the Registry of Occupational Clothing
- Motor Vehicle expenses if less than 5000 km travelled
 - Number of work related kilometres travelled (substantiation required)
 - Make, model and number plate of vehicle
 - Engine size – less than 1.6 litre, 1.601 to 2.6 litres, over 2.601 litres
- Motor Vehicle expenses if more than 5000 km travelled
 - Copy of log book (a log book should be prepared for a 13 week period, this will cover a 5 year period. A new log book should be prepared when a new vehicle is purchased or when the business use changes by more than 10%) **If not available to ATO under audit, the claim for the vehicle will not be allowed.**
 - Make, model and number plate of vehicle
 - Details of all running costs eg fuel, registration, RACQ, insurance, repairs, servicing etc
 - Odometer Records at 30 June
 - If a new vehicle was purchased during the year
 - Purchase Invoice
 - Finance documents – eg Chattel Mortgage, HP, Lease, Bank Loan
 - Trade In details or sale value of previous vehicle if applicable
- Full details of self-education costs – **HECS/HELP payments are not deductible**
 - Name of course
 - Institution of Study
 - Travelling details – you can claim expenses for travel between
 - Home and your place of education
 - Your place of education and home
 - Work and your place of education
 - Your place of education and work
 - Only the first leg of each trip is deductible where you travel:
 - From home to your place of education and then to work, or
 - From your workplace to your place of education and then to home
 - Please provide the following with regard to travel
 - Starting point and finishing point of trip
 - Length of trip
 - Number of trips
 - Vehicle details as listed above in Motor Vehicle expenses
 - Course fees (not HECS / HELP fees)
 - Student Union fees
 - Text Books
 - Computer / internet usage

CLIENT NOTES:

- Stationery
- Child minding costs whilst attending lectures etc
- Relationship between course of study and producing your income
 - Study maintains or improves skill or knowledge required for your current work activities
 - Study will lead to or is likely to lead to increased income from your current work activities
 - Other circumstances exist where there is a direct connection between your self-education and your current work activities
- Union fees
- Tools of trade
- Overtime meal expenses (if an award allowance is received)
- Work related travel expenses but not to and from work – eg tolls, taxi fares
- Sun protection expenses – sunscreen, hats, sunglasses
- Special licences or permits required for work – eg gaming licence, firearms licence
- Extra costs related to special endorsements on driver’s licence eg bus licence
- Equipment purchases
- Work related stationery, diaries, internet usage and computer expenses
- Subscriptions, Journals, Magazines
- Professional development, seminars, conferences
- Work related Home Office Usage
 - Number of hour’s home office used per week
- Home telephone work use
- Income Protection Insurance
- Donations to registered Charities or Building Funds
- Investment Deductions
 - Advisors fees – **Note: Fees for preparing a financial plan are not deductible**
 - Interest and bank fees
 - Internet and computer use (investment proportion only)
 - Financial publications
 - Phone (investment proportion only)
 - Seminars relating to investment
 - Other – give details
- Details of any other expense incurred directly in earning your income

REBATES OR OFFSETS:

- Copy of the annual tax statement from your Private Health Insurer
- List of medical costs exceeding \$2,000 (\$5,000 for higher income earners). This is generally classed as a family expense.
 - Please provide a detailed breakdown showing gross costs, Medicare rebates and Private Health Insurer Rebate amounts
 - Apportion costs to the type of expense – eg doctors, dental, physiotherapy, hospital
- Details of any superannuation contributions made by you on behalf of your spouse.
- Details of any Child Support Payments made by yourself or your spouse along with any Agreed Shared Care percentage.

CLIENT NOTES:

Please note: Government co-contributions are not required to be reported on your tax return. Your superannuation fund will provide details of your contribution to the ATO.

OTHER INFORMATION:

- If we don't prepare your spouse's tax return:
 - Their taxable income for the year including interest, dividends & foreign income.
 - Their Reportable Fringe Benefits
 - Their Reportable Superannuation Contributions
 - Any Tax Free income received
 - Any net investment losses
- Details of any new additions to your family as this effects rebates and surcharges
- Details of children no longer financially dependent on you
- Details of any other new financial dependants eg parents, parents in law
- New work, home or mobile telephone numbers
- E-mail address
- Fax number
- Home address if changed
- HECS debt outstanding

RENTAL PROPERTY INFORMATION – Any Insurance payments received?

- Details of Rental Property Income & Expenses
 - Year to Date summary from your Agent or list of all rents collected
 - Insurance, Rates, Water charges etc paid during the year
 - Rental loan statements for the full year
 - Details of trips made for inspections
 - Body Corporate fees
 - Gardening expenses
 - Pest Control expenses
 - Repairs and Maintenance
 - Improvements – including date of payment
 - New fixtures and fittings – including date of payment eg stove
 - Stationery, Phone, Postage expenses
 - Bank fees
 - Cleaning

If a new purchase of rental property. **Please Note: The date of purchase and sale is based on Contract Date.**

- Purchase settlement statement from solicitor
- Purchase contract
- Loan documentation that includes details of bank fees to establish the loan
- Solicitors invoice that includes cost of stamp duty, searches etc
- Quantity surveyor's report regarding capital and building allowances
- Any other costs associated with purchase and financing

If property was sold during the year. **Please Note: The date of purchase and sale is based on Contract Date.**

- Sale contract

CLIENT NOTES:

- Sale settlement statement from solicitor
- Solicitors invoice for sale
- Agent's commission
- Advertising costs re sale if any
- Any other costs associated with selling property

CLIENT NOTES: