

2014 Individual Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

Information	Information Provided	Not Applicable
<p>Income</p> <p>PAYG payment summaries (eg from employers)</p> <p>Lump sum payments (eg employment termination payment)</p> <p>Partnership distribution statement, and a copy of partnership's tax return</p> <p>Trust distribution statement, and a copy of trust's tax return</p> <p>Documentation regarding foreign source income, foreign assets or property</p> <p>Bank statements stating interest earned, including for term deposits</p> <p>Dividend statements</p> <p>Employee share scheme statements</p> <p>Managed fund annual tax statement and capital gains tax statement</p> <p>Buy/sell contract notes for shares (if any shares were sold)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Work-related Deductions</p> <p>Details of depreciable assets bought during the year (eg laptops)</p> <p>Details and receipts for home office expenses</p> <p>Professional journals/trade magazines</p> <p>Professional memberships/subscriptions</p> <p>Receipts for continuing professional development courses and seminars</p> <p>Receipts for self-education expenses</p> <p>Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel</p> <p>Vehicle logbook for motor vehicle expenses (if using the logbook method)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Other Deductions</p> <p>Receipts for donations of \$2 and over to registered charities</p> <p>Expenditure incurred in managing tax affairs (eg tax agent's fees)</p> <p>Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)</p> <p>Income protection insurance premiums</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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Rental Properties		
Date when property was purchased, including details of co-ownership if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Period property was rented out during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Records detailing rental income (annual statement from property agent, if engaging services of an agent)	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements for property showing interest paid for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred such as water charges, land tax and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed of during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any capital works on the property	<input type="checkbox"/>	<input type="checkbox"/>
If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property	<input type="checkbox"/>	<input type="checkbox"/>
Offsets/Rebates		
Details of any superannuation contributions for spouse	<input type="checkbox"/>	<input type="checkbox"/>
Details of medical expenses where the total exceeds \$2,162 (after Medicare and private health fund rebates)	<input type="checkbox"/>	<input type="checkbox"/>
Details of dependants, including their age, occupation and income	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement (and details of prepaid premiums)	<input type="checkbox"/>	<input type="checkbox"/>
If Operating As a Sole Trader		
Cashbook, which includes records of drawings taken before the business takings were banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements lodged	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG summaries for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any government grants, rebates or payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
Payments of salaries and superannuation to associates	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software (eg trial balance, profit and loss (P&L) and balance sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of all liabilities of the business	<input type="checkbox"/>	<input type="checkbox"/>
Notice of superannuation contributions for self-employed persons	<input type="checkbox"/>	<input type="checkbox"/>
Other Information		
Copies of Instalment Activity Statements lodged	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>
Nominated bank account for refund	<input type="checkbox"/>	<input type="checkbox"/>
Spouse adjusted taxable income	<input type="checkbox"/>	<input type="checkbox"/>