

2018 Checklist

Individual Tax Return

Income

- PAYG Payment Summaries (Group Certificates)
- Government or Centrelink Payments including Pensions, Sickness Benefits, Parenting Payments, Newstart, Austudy and Youth Allowances
- Interest Received from Savings (Term Deposits, Bonus Saver Account, etc)
- Dividends received on Shares and Managed Fund Statements
- Pension or Annuity Payment Summaries (Group Certificates)
- Foreign Source Income
- Lump Sum and Termination Payments - All documentation should be provided including an ETP Payment Summary from the Employer or Fund
- Details of any Capital Gains Tax Asset Sales (eg. Shares and Real Estate). Please include dates of, and costs associated with, Acquisition and Disposal.
- Income from Trusts and Partnerships (Distribution Statements)
- Rental Property Income (refer to the Rental Property Checklist on our Website)
- Any Other Income

Deductions

- Work related Travel and Motor Vehicle Expenses (Business Kilometres, Logbook)
- Work related Protective Clothing and Uniform Expenses
- Work related Self Education Expenses (eg. Course fees, Seminars, Conferences, Books, Stationery and Travel to the Course)
- Subscriptions (Union Membership, Professional Body Membership, Licensing)
- Donations of \$2 and over (School Building Fund Donations, Library Trust)
- Tax Agent's Fees
- Interest and Dividend Expenses (Bank fees, Margin Loan Interest, Investment Magazine Subscription, Financial Planning Fees)
- Income Protection, Life, TPD, Trauma Insurance Renewal Notices
- Sun Protection expenses (if mainly working outdoors - Sunscreen, Sunglasses, Hat)
- Tools & Equipment, New Assets (eg. Computer, iPads, Laptop Lease)
- Work related Mobile Phone & Internet Expenses
- Printing, Stationery and Home Office Expenses

Other

- Private Hospital Insurance Statement
- Superannuation Fund Intent to Claim Form and Acknowledgement Letter
- Dependent Spouse Taxable Income
- Dependent Children Details (full name, date of birth, taxable income if working)
- Any eligible medical expenses (disability aids, attendant or aged care ONLY)
- HECS, HELP, SFSS and PELS Debt Statement or Documentation
- DVA Pension & Defence Force Medicare Levy Exemption Certificate
- Medicare Levy Exemption Letter
- Superannuation Statements and Records
- Home Loan Statements (if you would like a mortgage health check or have any other enquiries that *Insight Lending* may be able to assist with)
- Plus any other document(s) you believe may be helpful in tax preparation
- BSB and Acct No for all Refunds

Notes

Please Note: To obtain the maximum deductions you are entitled, and in consideration of the penalty provisions, full details of any claim **MUST** be provided and supporting documentation made available to our accountants, including receipts, tax invoices, logbooks, diaries and supporting estimates **based on new tax agent ATO guidelines.** © *Insight Accounting 2018*