

BASIC TAX RETURN CHECKLIST

Need some guidance with preparing your tax return? We have put together a handy checklist of receipts, tax invoices and supporting documents that will assist you with preparing your tax return.

Income:

- Pay As You Go (PAYG) summaries.
- Pensions or government payments/allowances.
- Interest earned for the financial year.
- Dividend statements.
- Details of rental property income.
- Details of any business income.
- Details of any other income.

General Expenses

- Personal car expenses (logbook and all expenses, or an estimation of kilometres if no logbook kept).
- Travel expenses (flights, taxis or public transport for work purposes).
- Electronic devices (phone, computer, laptop, etc.) costs for work purposes.
- Accommodation expenses while working away from home.
- Internet expenses for work purposes. Home office expenses.
- Self-education expenses for work purposes.

Other Expenses:

- Tax return fee for the previous year.
- Work-related insurance premiums.
- Rental property expenses (e.g. rates, agent fees, interest on loan, repairs and maintenance, utilities cost, depreciation schedule).
- Investment expenses (e.g. bank fees, financial advisors fees).
- Records of sales and purchase of shares, business or property.
- Details of private health insurance.
- Spouse and children's details including D.O.B. and any Centrelink benefits.
- Details of any government debts. Charity donations.

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Investment Property:

- Body corporate fees.
- Cleaning.
- Capital allowance (depreciation on plant).
- Interest on loans.
- Legal fees.
- Property agent fees or commission.
- Stationery, postage, telephone expenses.
- Sundry rental costs.
- Advertising costs.
- Borrowing expenses.
- Council rates.
- Gardening expenses.
- Insurance costs.
- Land Tax
- Pest control expenses.
- Repairs and maintenance fees.
- Capital works deductions.
- Travel expenses.
- Water expenses.
- Quantity surveyors depreciation report.

Other Deductions:

- Tax agent fees.
- Superannuation (if self-employed).
- Receipts of gifts or donations to charity.
- Financing lease statements
- Income protection premiums.

Other Useful Information:

- Credit card statement.
- Bank account details (name, account number, BSB).
- Loan statements.
- Previous year's tax return.
- Previous year's tax losses.
- Property agent fees or commission.
- Details of government debts (e.g. child support, Centrelink).
- Amount of Family Tax Benefit received fortnightly.
- Tax credit vouchers.

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