

TAX TIME CHECKLIST

Please provide the following including any changes:

Address

Phone Numbers

Email address

Bank Details

Spouse details

Have you brought with you what is applicable of the following:

Income

- PAYG Summaries from employees
- Lump sum termination payments
- Bank interest
- Distributions from trusts, partnerships, managed super funds
- Superannuation lump sum payments
- Allowances (Car, travel, entertainment, meals etc.)
- Pensions and allowances
- Foreign income
- Capital gains - including sale price of rental property
- Dividends
- Personal services income
- Net income/loss from business
- Rental income

Expenses for tax deductions

- Motor vehicle expenses based on business use percentage (include your log book if applicable).
- Travel and accommodation information – domestic and overseas
- Work uniforms and other clothing expenses
- Courses, education and seminars
- Home office expenses
- Computer, software and repairs
- Tools and equipment
- Employee costs
- Superannuation contributions
- Rent/Lease payments
- Interest
- Dividend deductions
- Bank fees
- Low value pool deductions/depreciation
- Telephone and internet
- Freight and transport costs
- Utilities – electricity, gas, water

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- Legal and accounting fees
- Donations
- Income protection insurance
- Details of any asset purchases
- Medical expenses
- Childcare expenses
- Rental property agent annual statements

It is highly recommended that you keep receipts for all expenses and tax deductions you are claiming for your business. Scan and file them electronically so that they are accessible should you need them for audit purposes.

Further to the above information, accountants also require the following information for review so it is recommended you scan or photocopy these:

- If you have changed accountants, prior year Tax Returns and Depreciation Schedules
- Bank and credit card statements
- Lease, hire purchase, chattel mortgage or other loan agreements to your business
- Business Activity Statements and Instalment Activity Statements and working papers.
- Stock valuation figure after performing your 30 June stock take - if applicable
- Private Health documentation - if applicable