

## Personal Income Tax Checklist

To assist us in completing your tax return quickly, where applicable please bring the following information:

### Income

PAYG Payment Summaries from all employers

*Resign or Leave Employment?* All documentation including ETP summary.

*Interest* : Bank Statements eg Term Deposits, savings accounts

*Dividends* : Statements including details of franked & unfranked components & imputation credits

*Rental Income* : Income & expenses for the year if property/ies held. If the property is a new acquisition, include purchase documents

*Government Social Security Payments* : Statements of PAYG Payment Summaries eg Unemployment, sickness, parenting payments

*Distributions Received* : Details & Statements as applicable eg Trusts, Partnerships

*Other* : Details & Statements as applicable eg Allowances, Directors Fees, Tips, Benefits, Annuities, Foreign Source Income, Personal Services, withdrawals from superannuation

*Capital Gains* : Dates of and costs associated with the acquisition & disposal eg Shares, Real Estate

### Deductions

*Work related motor vehicle* : expenditure records eg Business kms travelled, fuel costs, service, registration, details of finance

*Work related travel* : expenditure records eg Taxi, accommodation, meals

*Uniform & Laundry* : expenditure records eg Protective clothing, uniforms, dry cleaning

*Work related self education* : expenditure records eg Course fees, books

*Other work related* : expenditure records eg Stationery, trade journals, union fees, income protection insurance, home office

*Depreciation schedules*: Other capital items

*Interest & dividend deductions* : eg Advisor fees, investment journals

*Gifts & Donations* : record of donations to recognised charities

*Accounting Fees* : expenditure records eg Prior year tax agent fees

*Superannuation* : If you are self employed or non-employer sponsored only, include any contributions you have made to a complying superannuation fund.

*Capital Losses*: Details

*Income Protection Insurance*: Details

## Rebates / Tax Offsets

*Private Health Insurance* : End of year statement, member number

*Medical Expenses* : expenditure records for out of pocket medical expenses – Particularly if they are likely to exceed \$1,500.

*Spouse Rebate* : Spouse's income & any payments received from Centrelink re Family Assistance or Family Tax Payment

*Child Care Costs*: Approved Care

*HECS Debt*: Details

## Rebates / Tax Offsets

*Last Year's Tax Return*:: Copy unless previous client of NCS

*Eligible for Baby Bonus?*

*Children?* Names & Ages