



Your Personal Tax Return Document Checklist

The following documents should be collated before you attempt to complete your income tax return. If you use a tax agent, they will also expect you to provide the same information. Please note that this is *not* an exhaustive list – the documents required will depend on your individual circumstances.

Income

- ◇ Payment Summaries from each employer worked for during the financial year (also known as Group Certificates / PAYG Payment Summaries)
- ◇ Lump Sum and Termination Payment Summaries (where you have been made redundant from a job)
- ◇ Bank statements (where you have received interest income from banks and building societies)
- ◇ Dividend statements (if you have received cash payments from dividends or have reinvested dividends into further shares)
- ◇ Annual Tax Statements from Managed Funds
- ◇ Other income documentation:
 - Income from Personal Services (where you operate as a sole trader and invoice for your services)
 - Rental properties (e.g. annual statement from real estate agent)
 - Capital gains (where you have sold investments such as shares or property)
 - Employee share schemes

Deductions

- ◇ Work related expenses:
 - Motor vehicles (depending on your industry and work, you may claim on a log-book basis or cents-per-km)
 - Travel (fares and accommodation)
 - Compulsory uniforms/work-wear and protective clothing, including dry cleaning
 - Self-education and professional development (e.g. courses and degrees which relate to your current job)
 - Union fees, registrations, tools, subscriptions, memberships
 - Home office expenses (office supplies, depreciation of furniture and equipment, utilities,)
 - Industry seminars and conferences
 - Telephone and internet charges, depreciation of computer/laptop

Deductions - continued

- ◇ Any other costs incurred earning income:
 - Business related expenses incurred when earning income from your Personal Services (same examples as above)
 - Rental property expenses (e.g. agents fees and commissions, strata levies, council rates, utilities paid directly by you)
- ◇ Donations to charities
- ◇ Income protection insurance
- ◇ Accounting fees charged by your tax agent for preparing previous years' income tax returns

Offsets and refunds

- ◇ Health insurance and rebate entitlement statement
- ◇ IAS statements or details of PAYG instalments paid
- ◇ Partner/spouse details including taxable and exempt income
- ◇ Your bank account details, including the BSB and account number (for tax refunds)