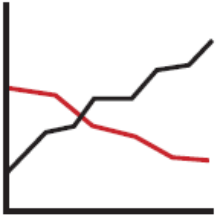


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Tax Checklist

(Personal Returns)

2017

Checklist/reminder for your next appointment:

Income:

- ✓ Payment Summaries - income from work
- ✓ Eligible Termination Payments - ETP Payment Summaries
- ✓ Statement of income, allowance or pension from Centrelink
- ✓ Payment Summary on superannuation payments (Allocated Super is now exempt)
- ✓ Bank Interest and any tax withheld (if applicable), interest from the ATO
- ✓ Dividends including franked amounts
- ✓ Summary information sent out by Managed Fund Investments
- ✓ Sale of any shares, real estate or other assets - need purchase/sale/additions date & cost/sale
- ✓ Overseas pensions or other overseas income
- ✓ Any money received from a Partnership or Trust
- ✓ Casual or contractor income or cash
- ✓ Shares statement from any employer share schemes
- ✓ Rental property: revenue and expenses
- ✓ Life Assurance or Friendly Society Bonuses
- ✓ Forestry investments
- ✓ Payment from a trust
- ✓ Interest received from the ATO
- ✓ Any other income or discussion points _____

Deductions:

- ✓ **Car expenses:**
 - Kilometres travelled (Logbook, diary or similar)
 - Expenses including petrol, registration & insurance
 - Loan interest paid for the year (not repayments)
 - Repairs (details of cost and date on large repairs)
 - New vehicle? Original cost and date purchased, details on sale of old vehicle
- ✓ **Other travel you paid for:**
 - Accommodation
 - Fares, car rental
 - Travel Diary
 - Meals (conditions apply)
 - Receipts
 - Details of any travel allowance received
- ✓ **Work related clothing:**
 - Protective clothing - overalls, hi-vis, boots, sunglasses, sunscreen, hat, gloves, waterproofs,
 - Occupation specific - i.e. Chef's checked pants, ceremonial robes, etc...
 - Compulsory Uniform (with logo) - jackets, shirts, pants
 - Laundry or Dry Cleaning
- ✓ **Self Education (excess over \$250):**
 - Student/Union Fees
 - Course fees (excluding HECS type fees)
 - Travel
 - Accommodation & meals (if away to study)
 - Textbooks, Journals, Stationery & Copying
 - Computer (cost & date of purchase), software, consumables, internet
 - Home study (separate room) include furniture & fittings

- ✓ **Other work expenses:**
 - Seminars (non-educational) - fees, travel, other
 - Tools & equipment (cost & date of purchase each item over \$300)
 - Home office expenses (hours per week)
 - Computer and software (cost & date of purchase of each)
 - Telephone/mobile phone/Internet connection
 - Subscriptions, union fees or professional body fees
 - Journals/periodicals
 - Expenses in relation to allowances (vehicle, meal, travel, etc...)
 - Stationery
 - Occupational specific expenses (fob watches, etc...)
- ✓ **Interest, dividend and investment deductions** - interest, advisor fees, etc...
- ✓ **Gifts & Donations**
- ✓ **Tax Agent fee**, travel to agent, interest paid to the ATO
- ✓ **Australian Film Industry** incentives
- ✓ **Deductible amount of UPP** of a foreign pension or annuity
- ✓ **Non-employer sponsored superannuation contributions** (Employees can claim a tax deduction for superannuation contributions under certain eligibility rules (10% rule). Also, self employed contribution taxpayers may be able to claim contributions to a super fund up to age 75 provided no more than 10% of their assessable income is attributable to their employment.

Full name of Fund:
Policy Number:

ABN of Fund:

- ✓ **Forestry Management Investment Scheme Deduction**
- ✓ **Income Protection Insurance** (if a policy outside your super)
- ✓ **Any other expenses or discussion points** _____

Offsets (rebates):

- ✓ **Maintain an invalid or invalid carer** who was your:
 - spouse
 - child aged 16 years or older
 - sibling aged 16 years or older
 - spouse's child aged 16 years or older
 - spouse's sibling aged 16 years or older
 - parent, or spouse's parent
 or you may be entitled to a tax offset if you maintained an invalid who was:
 - your spouse
 - your parent, or your spouse's parent
 and they cared for your or your spouse's invalid child aged years or older or your or your spouse's sibling aged 16 years or older

- ✓ **Private Health Insurance:**
 - Insurer Name and Member Number, type of cover you have - Hospital or Extras or both
 - Private Health Insurance Statement from your health fund
 - Rebate is income tested! (\$90,000 singles, \$180,000 families)
- ✓ **Superannuation contributions on behalf of spouse**
- ✓ **Live in a remote zone** (does not apply to FIFO)
- ✓ **Net medical expenses** over \$2,266 (after Medicare & Private Health Insurance rebates). Only applies to disability aids, attendant care or aged care

Other:

- ✓ **HECS/HELP Debt** - (We can obtain online)
- ✓ **Receive a loan from as a private company shareholder**
- ✓ **Receive an inheritance**
- ✓ **PAYG or BAS payments** - Total amount paid for the year
- ✓ **Any other expenses or discussion points** _____

Rental Properties:

- ✓ **Income**
 - Total rent received
 - Expenses reimbursed by the tenant
- ✓ **Expenses:**
 - Council / Water rates, land tax & ESL
 - Cleaning & Garden
 - Depreciation or capital write-off
 - Insurance
 - Loan Interest
 - Property Agent
 - Travel or motor vehicle
 - Repairs
 - Other...garden, cleaning, etc...