



HAILSTON & CO

INDIVIDUAL TAX RETURN

Checklist



INDIVIDUAL TAX RETURN CHECKLIST

To assist us in completing your Income Tax Return, please complete the following checklist and return to us together with the relevant items.

GENERAL INFORMATION:

Full Name: _____

Tax File Number: _____ DOB: _____

Current Address: _____

Mobile: _____

Work Phone: _____

Home Phone: _____

Email: _____

Occupation: _____ Marital Status: _____

Dependents: _____

SPOUSE DETAILS – (IF REQUIRED)

Full Name: _____

Tax File Number: _____ DOB: _____

Taxable Income
(if tax return
completed elsewhere): _____

BANK ACCOUNT DETAILS

Account Name: _____

BSB: _____ **Account No:** _____

INCOME

Employment Income

- PAYG Payment Summaries – if provided
- Allowances, earnings, tips & director's fees
- Lump Sum & Termination Payment Summary
- Australian Government Allowances & payments statement
- Reportable Fringe Benefits
- Other payments received for services provided

Investment Income Statements

- Bank Statements – showing interest received
- Dividend Statements
- Partnership or Trust Distribution Statements
- Capital Gains Tax Statements
- Managed Funds Statements
- Foreign Source Income & details of any Foreign Tax Credits

Other Income

- Superannuation Pension and Annuity Income Statement
- Details of any Capital Assets Sold
- Employee Share Schemes Statement

Australian Government Allowances & Payments Statement

- JobSeeker / Newstart Allowance
- Youth Allowance
- Austudy Allowance
- Parenting Payment
- Other Government Allowance & Payments Statement

DEDUCTIONS

Employment Related Deductions

Motor Vehicle Expenses

Log Book Method

- Provide Tax Invoice & Loan documents if loan/lease/finance
- Log Book percentage – required update every 5 years
- Motor Vehicle Expenses
- Fuel
- Registration & Insurance
- Repairs & Maintenance

Kilometre Method

- Km's travelled – maximum of 5,000 km's per year

Work Related Travel Expenses

- Public transport, air travel, taxi fares, tolls, parking fees and short-term car hire
- Meal accommodation and incidental expenses when away overnight for work

Work related clothing

- Protective safety clothing & footwear, compulsory branded uniforms
- Laundry & dry cleaning

Work Related Self Education expenses

- Accommodation and meals (if away from home overnight)
- Course and tuition fees paid directly by you
- Decline in Value for depreciating assets (cost exceeds \$300)
- Purchase of equipment or technical instruments (costing \$300 or less)
- Fees payable on some HELP Loans
- Home office running costs
- Parking fees
- Stationery
- Student Union fees
- Student Services & Amenities fees
- Textbooks
- Travel costs, including car expenses
 - Between home and your place of education
 - Between your workplace and the play of education

Other Work related expenses

- Mobile phone, internet & home expenses
- Books, diaries & journals
- Income Protection Insurance
- Overtime meals
- Seminars, conference & education workshops
- Union fees & subscriptions

Other General Expenses

- Donations
- Cost of managing tax affairs
- Interest deductions
- Dividend deductions
- Gifts or donations
- ATO Interest

OTHER INFORMATION

Personal Superannuation Contribution

Please provide the Intent to Claim form to your Superannuation Fund & bring with you the acknowledgement form

RENTAL PROPERTY

Address of Rental Property:

Date Property first earned rental income:

Number of week's property was rented this year:

Private Use (%):

Ownership

Full Name:

Percentage of Ownership:

INCOME

- Gross Rental Income
- Other Rental Income

EXPENSES

- Loan on Interest
- Quantity Surveyor Report
- Advertising for Tenants
- Body corporate fees & charges
- Council rates
- Water charges
- Land tax
- Cleaning
- Gardening & lawn mowing
- Pest control
- Insurance (building, contents, public liability)
- Property agent's fees and commission
- Repairs & Maintenance
- Some legal expenses
- Other expenses incurred



Contact Us

Camden: P 02 4601 1000
Po Box 1346, Camden NSW 2570
First Floor 76 John St, Camden NSW 2570

Wollongong: P 02 4210 6030
Po Box 1772, Wollongong NSW 2500
2/280 Keira St, Wollongong NSW 2500