



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 place 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: By appointment only**