

INDIVIDUAL TAX RETURN CHECKLIST

Please use this checklist to assist us in gathering information for your Income Tax Return. The checklist outlines the key documents and information that we require.

Income - Please provide evidence

- Salary or wages - **PAYG Payment summaries**
- Allowances, earnings, tips, director's fees etc
- Lump sum payments & Employment termination payments
- Australian Government allowances and payments
- Centrelink - Newstart, youth allowance and Austudy payment
- Australian Government pensions and allowances
- Australian Annuities and Superannuation income streams
- Australian superannuation lump sum payments
- Attributed personal services income
- Gross Interest
- Dividends
- Rental property income - **if applicable, refer to attached sheet**
- Income from partnerships, trusts & managed investments
- Foreign income/foreign pension
- Capital gains/ losses made on the sale of property, shares, trusts etc.
- For rental property and share sales, provide the buy and sell contracts**

Deductions - Please provide evidence

- Employee share schemes - **any information supplied by employer**
- Work related car expenses - **Any information relating to the purchase or sale of motor vehicle.**
- If using Log Book method, information required relating to depreciation, fuel/oil, services, registration**
- Lease/interest, insurance, tyres/batteries & total expenses.**
- If using Set Rate/Business Kms method, the total Kms travelled is required.**
- Work related travel expenses
- Work related uniform - **occupation specific protective clothing, laundry or dry cleaning expenses**
- Work related self-education expenses - **Course Name, Institution, Fees etc.**
- Other work related expenses - **Meal allowance units, telephone, computer purchase, stationary,**
- home office running costs (gas & elec.), union fees and work related items**
- Gifts or donations

Other Information

- Private health insurance - Provide annual taxation statement
- Out of pocket medical expenses exceeding \$2,000 – only applicable if claimed in 2013 Income Tax Return

** Check '**Net Medical Expense Tax Offset Phase Out**' page on our website for explanation on net medical expenses offset phase out.

- Includes total out of pocket expenses for medical, dental, prescription etc.
- A **schedule is available from Medicare detailing transactions. Private health providers may issue a schedule upon request.**
- Dependent children. **Please advise us of any changes.**
- Income Protection Insurance - **Provide Renewal Invoice**

Rental Property Income

Please use this checklist to assist us in gathering information regarding your rental properties.

For new acquisitions, please provide details of the property purchase including the settlement document.

If you are using an agent to manage your property, please supply the Rental Statement

Information - Please provide evidence of:

- Property details including any purchases or sales
- Gross Rental Income
- % of ownership and distribution
- Number of weeks available for Rent (**1 week -52 weeks**)

Expenses - Please provide evidence

- Advertising for tenants
- Body corporate fees
- Borrowing expenses
- Cleaning
- Council rates
- Capital allowances
- Gardening
- Insurance
- Interest on loans
- Land Tax
- Legal fees
- Pest Controls
- Property Agent fees/ commission - **Let fees, agent commission, management fees etc.**
- Repairs and Maintenance - **Plumbing, electrical etc.**
- Capital works deductions
- Stationary/phone/postage
- Travel expenses
- Water charges
- Sundry rental expenses - **GST, bank fees, package fees, postage, statement fees etc.**

If you wish to forward your support documentation electronically, you can email it directly to skye@bbandco.com.au or alternatively provide us with a USB with your information.