



We have put together this list for you to check off some of the main things you will need at tax time. This list is by no means inclusive of all things to consider at tax time and only some employees will be able to claim all the items listed. We have created it as a guide only and it should NOT be used in place of specific advice related to your situation. We advise that you seek the advice of your accountant.

INCOME

PAYG Payment Summaries

PAYG Summary from Centrelink

- Pension
- Newstart
- AUSTUDY
- Sickness etc

Eligible Termination Payment Statements i.e. retirement or redundancy

Interest Received on Bank Accounts

Dividends Received - including dividends reinvested (usually 2 per year)

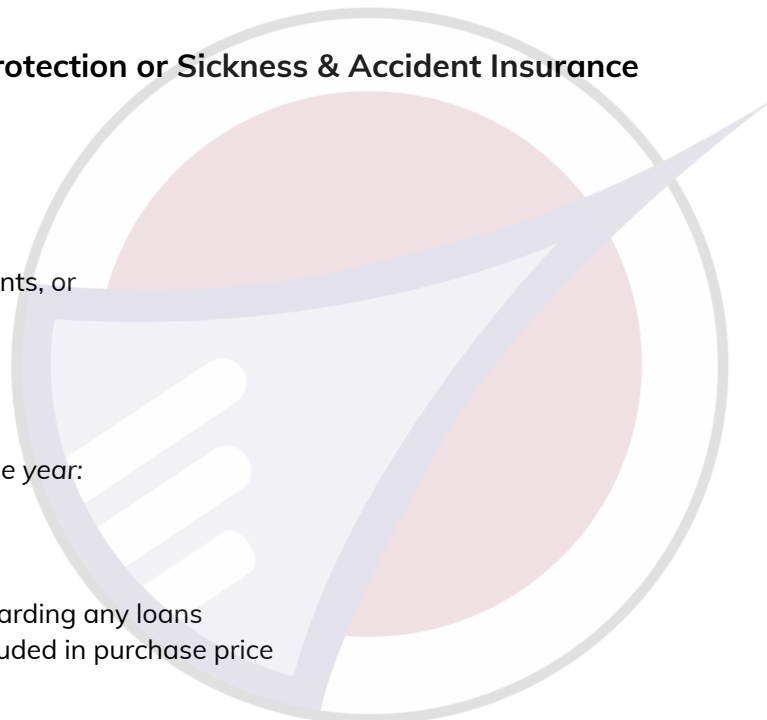
Any claims made on an Income Protection or Sickness & Accident Insurance

Rental Property

- Rent Statements from real estate agents, or
- Receipt Book / Bank Statements
- Receipts & Invoices for expenses
- Loan Statements

For Rental Properties purchased during the year:

- Copy of contract
- All correspondence with solicitors
- Approximate age of the building
- All correspondence with the bank regarding any loans
- List of any equipment or furniture included in purchase price



Details of any assets purchased or sold

- ·Shares
- ·Rental property
- ·Block of land
- ·House or other assets received from an estate
- ·House (including own residence)
- ·Works of art, collections etc
- ·Assets received through a divorce settlement

EMPLOYMENT INCOME DEDUCTIONS

Car finance lease statements

Receipts or evidence of work-related deductions

(should have a log showing use for a minimum of 12 consecutive weeks)

- tools
- car
- home office
- travel
- laundry
- sunscreen
- sunglasses and hats
- home computer/internet/ phone

Receipts for self-education expenses

- fees paid
- books
- computer costs

Union fees

Registration and subscription fees

Donations – Including school building fund

Accountants fees paid last year

Any income protection insurance or sickness and accident insurance paid



INVESTMENT RELATED DEDUCTIONS

Interest/fees on borrowing for investment purposes (bring statements)

Asset purchase/ sale agreements

INVESTMENT PROPERTY DEDUCTIONS

Property Maintenance

- Cleaning
- Garden / Lawn Mowing
- Pest Control
- General Repairs & Maintenance

Capital allowance (depreciation on plant)

Interest on loans

Legal fees

Property Agent fees

- Property Management fees / commissions
- Advertising Costs
- Stationary
- Telephone
- Postage

Sundry rental costs

Borrowing expenses

Travel expenses



Rates

- Body Corporate Fees
- Council Rates
- Water Charges
- Land Tax
- Insurance

Capital works deductions (building write off)

Quantity surveyor's depreciation report – if available

OFFSETS

Private Health Insurance (PHI) statement

Zone details

If you live in a remote area you may be eligible for an offset

Sole parent/ spouse/ housekeeper/ low income

Spouse details (for spouses born before 1 July 1952 only)

- Income earned by spouse (if there is no Centrelink income)

Superannuation pension rebates

Medical receipts

Imputation credit information from dividend statements

Senior Australians Offset

If your spouse/partner is 55 years or older, require their taxable income

Amount of child support paid

