<u>Tax Return Checklist for Individuals</u>

Depending on your circumstances, the following information will be required to ensure that your income tax return is complete and accurate:

- **Payment summaries / Income Statements** from employers, Centrelink or superannuation funds (unless these are already available in "MyGov").
- **Interest** you have earned on term deposits or other bank accounts, and any tax withheld (don't forget about any accounts you may have closed during the year).
- Share **dividend statements** showing the "franked / unfranked" portions and any "franking credits" which apply. (Note that these are assessable even if the dividends were automatically "reinvested" and you did not receive any cash).
- Income from **managed investments**. Your fund manager should provide you with specific information about what to include in your tax return.
- **Work-related expenses**. These may include car or other travel expenses for work (but not to-or-from work), uniforms, protective clothing, education or training courses, union fees, subscriptions, tools, trade licences, stationery or other resources.
- **Other expenses**. For example: donations, tax agent fees, income protection insurance.
- If you have made any **personal deductible contributions to superannuation** (**other than** through your employer), you need to first notify your super fund <u>and</u> receive confirmation of this from the fund.
- If you own a **rental property**, details of all income and expenses including mortgage interest, rates, repairs, property agents' fees and depreciation schedules (if any). For the first year, include details of the purchase date, cost and your share of ownership.
- If you have **sold any shares or property**, you may have derived a capital gain (or, incurred a loss). Please provide details of the date of purchase and the total purchase price (including all incidentals such as legal fees and stamp duties), as well as the date of sale and the net sale proceeds after selling expenses.
- If you have **private health insurance**, we will need the information from your annual statement (ie: membership number, period of cover, total premiums and the amount of federal government rebate) – unless these are already available in "MyGov".
- **Bank Account Details**. The ATO is no longer issuing refund cheques, so please provide these details (unless we already have them on file).

(If you run a small business, please also see our Business Tax Return Checklist).