

Tax Return Checklist for Individuals

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

- **Payment summaries or Income Statements** from employers, Centrelink or superannuation funds (unless these are already available online through “Single Touch Payroll” or 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 dividends are assessable even if they were automatically “reinvested” for you and you did not receive any payment).
- Income from **managed investments**. Your fund manager should provide you with an annual “Tax Statement” about what to include in your tax return.
- **Work-related expenses**. For example: car or other travel expenses (but not travel to-or-from work), uniforms, protective clothing, education or training courses, union fees, subscriptions, tools, trade licences, stationery or other home office expenses.
- **Other expenses**. For example: donations to registered charities or school building funds, tax agent fees, income protection insurance.
- If you plan to claim any **personal deductible superannuation contributions** (**other than** through your employer), you need to notify your super fund and receive confirmation of this from the fund before lodging your tax return.
- If you own a **rental property**, details of all income and expenses including rates, repairs, agents’ fees, mortgage interest and depreciation schedules (if any). For the first year, include details of the purchase date, the 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 printed refund cheques, so please provide your BSB and Account details (unless we already have them on file).

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