

## 2017 Personal Tax Return Checklist

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2017. **Completion of your return may be delayed if any of the following records or information is missing.**

### Income

- Payment summaries for **Wages and Lump Sums**.
- Payment summaries for **Superannuation** lump sums & pensions including accompanying letters & schedules.
- Payment summaries for **Employer Termination Amts**.
- Payment summaries for **Govt Pensions & Allowances**.
- **Interest** received or reinvested and any tax withheld.
- **Dividends** received or reinvested and any tax withheld.
- **Partnership** and/or **Trust** income.
- **Managed Funds** (investments) Tax Statements.
- **Managed Funds** Capital Gains Tax Statements (if there were any disposals during the year, incl rebalancing).
- Details of **Business Income and Expenses** (cash book, software reports/backup/login) incl GST info if applic.
- Sale and purchase documents for any assets acquired after 19 September 1985 and sold during the year (contract date) for **Capital Gains Tax** calculations (e.g. shares, rental property, holiday home, vacant land etc).
- Life Insurance Company & Friendly Society **Bonuses**.
- **Rental Property** income & expenses, including agent's annual or monthly statements, interest on loan(s) and a summary of any other expenses paid directly by you. Also supply copy of page 1 of the contract, your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- **Forestry Managed Investment Scheme** income.
- **Employee Share Scheme** statement(s) for discounts received on employee shares or rights.
- Any **Other Income** incl **Foreign Income** (bring details).

### Deductions

- If you used your **car** for work purposes (excl travel between home and work – exceptions apply), provide an estimate of work-related kilometres or a list of car expenses and business use percentage from a log book.
- Summarise other **Work-Related Expenses**, incl **Travel, Clothing** and **Self-Education**, and we will advise on deductibility. If total work-related expenses exceeds \$300 (excl car expenses and claims against certain travel, meal and award transport allowances) you must have receipts to prove the total amount.
  - Computer expenses and software
  - Hours worked at home
  - Internet access
  - Professional memberships
  - Reference books and technical magazines
  - Safety equipment, sunscreen, hats, sun glasses, steel cap boots
  - Seminars and work conferences
  - Stationary
  - Telephone: Home and Mobile
  - Tools
  - Union Fees
- **Interest** on loans and **other expenses** for **investments**.
- Summarise **Donations** from your receipts. The receipt will indicate if the donation is tax-deductible.
- **Tax Return Fee** for last year (if not prepared by us).
- Ongoing **Financial Planning** fees (exclude initial costs).
- **Income Protection** insurance premiums.
- Acknowledgement letter from your super fund if claiming a deduction for personal **Super Contributions**.
- Any **Other Deductions** (bring details)

### Tax Offsets

- Private **Health Insurance** Statement.
- **Spouse Superannuation** contributions made by you.
- Location(s) and period(s) lived in a **Remote Area** or served with **Overseas Forces** for Zone Offset.
- **Net Medical Expenses**. Commencing with the 2016 return, this offset can now only be claimed by taxpayers with net expenses for **disability aids, attendant care** or **aged care**. Net (out-of-pocket) expenses are your total eligible medical expenses minus refunds from Medicare, National Disability Insurance Scheme (NDIS) and private health insurers which you or someone else, received or are entitled to receive. If your out-of-pocket expenses for the year exceeded \$2,299 (note income tests apply and your

threshold may be \$5,423), please provide details of those expenses.

### Other Information

- > Statements for **Govt Loans** (HELP, SSL,TSL & SFSS).
- > **PAYG Income Tax Instalments** paid.
- > The amounts of any **Tax-free Government Pensions** received & any **Child Support Payments** made by you.
- > Copy of your **Spouse's Return** (if not being prepared by us) or income details if return not lodged/not required.
- > Copy of your **Return for the Previous Financial Year** (if not prepared by us).
- > Your **Bank Account Details** (BSB, Acct No, Acct Name). **Please note**, the ATO no longer issue refund cheques.

### Client Notes

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### Contact Us

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Tax agent  
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## Home Loan Checklist



### Give your Home Loan the once over

Borrowers are failing to review their home loans, as reported on [www.news.com.au](http://www.news.com.au)

“ONE in three home-loan customers could be costing themselves thousands of dollars by failing to ensure they are getting a competitive rate”

Our on site Mortgage brokers **'The Lending Alliance'** have put together this quick checklist of documents needed so we can review your home loan.

- Copy of your 2 most consecutive payslips
- Copy of your recent bank savings statement
- Copy of your recent Home Loan statement
- Copy of your recent statement for other loans, such as personal loans, credit cards, Car Loans etc
- Copy of recent rates notices (eg Council/Water)
- 100 points of ID, drivers licence and Passport

Bringing along the documents listed will assist you in starting the process of having your home loan reviewed and saving thousands of dollars.



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Reference, news.com.au:

<http://www.news.com.au/finance/borrowers-are-failing-to-review-their-home-loans-and-could-be-getting-ripped-off/news-story/f5b0135156873ee54ce3651b1f288097>

## Financial Planning Checklist

Please use the following checklist to gather any relevant records and other information which we can pass onto Touchpoint Financial, so they can review your financial position and start to prepare your Financial Plan.

### Assets

- Cost, date of purchase and market value of all **properties and or Shares** owned. Also bring a copy of the last rates notice.
- Cost, date of purchase and number of units held in **managed funds**. Also bring a copy of the last distribution statement.
- Amount(s) invested in **Term Deposits, Debentures and Bank Accounts**. For Term Deposits also bring the last renewal notice.
- Amount(s) held in **Superannuation**. Bring last annual statement from your fund(s).

### Liabilities

- Amounts owing on **Private Debts** including Home Mortgage, Hire Purchase, Personal Loans, Credit Cards and any other private loans. Bring last statement for each.
- Amounts owing on **Investment Debts** including Investment Loans, Margin Loans, Equity Loans and any other investment loans. Bring last statement for each.

### Personal Insurance

- Details of cover under all **life insurance, income protection and/or trauma** policies held. Also bring last renewal notice.

### Centrelink/Department of Veterans Affairs

- Have you been receiving a **Centrelink** or **Veterans Affairs** Benefit? If yes, please advise the type, date at which payment commenced and amount currently received per fortnight.



Graham Taylor | B.Bus, CFP® | Financial Adviser

Corporate Authorised Representative

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