

## 2019 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 2019.*

**Completion of your return may be delayed if any of the following records or information is missing.**

### Income

- Income statements or payment summaries for **wages, termination amounts, superannuation pensions and lump sums, government pensions and allowances** and any payment received under the **first home super saver scheme**. Some may be in your MyGov account.
- Letters and schedules for **superannuation** pensions.
- **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 a 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 (excl travel between home and work – some 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 your total work 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.
- **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 if lodging before mid August. Health funds are no longer required to send you a copy and they will be available on the ATO portal from mid August, so **request a copy** if lodging before then.
- **Spouse Superannuation** contributions made by you if your spouse's income was less than \$40,000.
- Location(s) and period(s) lived in a **Remote Area** or served with **Overseas Forces** for Zone Offset.
- **Net Medical Expenses** for **disability aids, attendant care** or **aged care** only. 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 \$2,377 (note income tests apply and your threshold may be \$5,609), please provide details of those expenses.

