

ITP Tax Return Checklist

To assist ITP in completing your tax return as quickly as possible, please consider bringing in some of the following items:

Income earned statements

- Payment summaries
- Payment statements
- Bank statements - showing interest and fees
- Rental Income
- Social security, pensions, allowance statements
- Capital Gains Tax statements
- Deductible amount for pensions/annuities
- Lump sum payments
- Trust distribution statements
- Tax statements from Fund managers
- Share dividend statements
- Contract notes for buy/sell transactions
- Tax statements from stockbrokers
- Income stream statements
- Life insurance Bonus Policy statements
- Foreign sourced income
- Partnership distribution

Employment income deductions

- Receipts or evidence of work related deductions (such as car/travel/laundry/meals/tools/uniforms/union dues etc)
- Union fees

Investment related deductions

- Interest / fees on borrowing for investment purposes (bring statements)
- Asset purchase / sale agreements

Offsets

- Dependants – name, DOB, and legal responsibilities
- Child care statements and governments (Child Care Benefits letter)
- Zone – if living in a remote area
- Sole parent/spouse/housekeeper/low income/aged persons
- Spouse contributions to superannuation
- Superannuation pension rebates
- Private health insurance statement
- Medical receipts (if over \$1,500)
- Imputation credit information from dividend
- Statements

Investment property

- Water charges
- Bank fees
- Details of when property was rented, including any rental or Agents statements
- Date when property was purchased
- Capital costs
- Interest on loans
- Advertising fees
- Agent fees
- Body corporate fees
- Borrowing expenses
- Cleaning and general maintenance expenses

- Council rates
- Gardening/lawn mowing fees
- Insurance premiums paid
- Land tax details

Other deductions

- Tax Agent Fees
- Superannuation if self employed
- Receipts of gifts/donations to charity
- Receipts of self education expenses e.g. books, computer costs, car expenses
- Financing lease statements
- Income Protection premiums (bring statements)

For new clients:

- Previous year's Income Tax Assessment
- ABN
- PAYG Instalments paid
- Copy of last year's tax return
- Tax File Number

Other useful information

- Credit card statement
- Bank statements (with account name and number, BSB number)
- Cheque butts
- Loan statements
- Previous year's accountant's fees
- Last year's tax return
- Prior year tax losses
- Any tax credit vouchers

Dependants Details

- Amount of Family Tax Benefit received fortnightly
- Education Expenses for school aged children
- Material Expenses