



**DD'S TAXATION
& ACCOUNTING**
Shop 17, Kilsyth Shopping Centre
520 Mt Dandenong Rd
Kilsyth VIC 3137

Your Name: _____
Home address: _____
Postal Address _____
Contact Phone: _____
Email Address: _____

We have created this checklist to assist you in the preparation of relevant documents required to prepare your tax return. The information provided on this check list does not constitute any advice. If mailing or dropping your records to our office, please attach completed checklist.

INCOME DETAILS

- Income statements from Employers, Centrelink and/or Superannuation Funds
- Lump sum payments (e.g. Employment Termination Payment)
- Trust distribution statement, including copy of the trust's tax return
- Annual Tax and Capital Gains statement from managed funds
- Partnership distribution statement, including a copy of the partnership's tax return
- Dividend statements
- Bank statements and term deposit statements stating interest earned
- Buy/sell contract notes for shares if any shares were sold

WORK-RELATED DEDUCTIONS

- Details of depreciable assets bought during the year (e.g. laptop, computer, tools)
- Professional journals, magazines, memberships and subscriptions
- Receipts for self-education expenses, continuing professional development courses and seminars
- Receipts for other work-related deductions (e.g. protective clothing, uniform expenses, travel)
- Motor vehicle expenses and logbook, if applicable

OTHER DEDUCTIONS

- Receipts for donations of \$2 and over to registered charities
- Expenditure incurred to manage tax affairs (e.g. tax agent's fees)
- Expenditure incurred in earning investment income (e.g. bank charges and interest paid)
- Income protection insurance premiums
- Deductions for personal super contribution

RENTAL PROPERTIES

- Details of all owners and their legal ownership percentage
- Summary of rental income and expenses or annual statement from property agent (if engaging the services of an agent)
- Expenses incurred which are not detailed on the annual statement from property agent, such as rates, water charges, repairs and maintenance, land tax and insurance premiums
- Loan statements for property showing interest paid for the income year
- Details of depreciable assets bought or disposed during the year
- Period property was rented out during the income year
- Date when property was purchased
- If property was disposed during the income year, information relating to dates and costs associated with the acquisition and disposal of the property

TAX OFFSETS AND REBATES

- Details of any superannuation contributions on behalf of spouse
- Details of dependents, including their age, occupation and income
- Annual tax statement from private health insurance
- Spouse's Reportable Fringe Benefit received
- Spouse's investment loss declared in tax return
- Spouse's Reportable Employer Superannuation Contributions
- Tax-Free Government Pensions or Benefits received by you and/or your spouse
- Child Support you and/or your spouse paid during the year

SOLE TRADER

- Cashbook, including records of drawings taken before the business takings were banked
- Copies of Business Activity Statements lodged
- Payroll report and reconciliation if applicable
- Details of any Government grants, rebates or payments received
- Details of superannuation contributions for employees
- Details of any plant and equipment purchased, including date of purchase and amount
- Details of any assets purchased, including date of purchase and amount
- Salaries and superannuation paid to associates
- Records from accounting software (e.g. trial balance, profit and loss, balance sheet, back-ups)
- Statements of all liabilities of the business
- Notice of superannuation contributions for self-employed persons

OTHER INFORMATION

- Copies of Instalment Activity Statements lodged
- If you have any doubt about any income or expenses you have received or incurred, bring the documents with you to discuss
- Any other information that you think is relevant