Info Required Checklist - Individual

Personal Details:

Surname: ……………………………………………………………………………………………DOB: ……………………………………………………

First Name(s): ………………………………………………………………… ABN (if applicable)…………………………………………………

Postal Address:………

Residential Address:………

Mobile: ……………………………………………………………………… Email:……………………………………………………………………………

Home Phone: ……………………………………………………………… Home Fax:……………………………………………………………………

Work Phone: ……………………………………………………………… Work Fax: ……………………………………………………………………

Income:	**Info Provided**	**Not Appl.**
PAYG summaries from employers, Centrelink and/or superannuation funds	☐	☐
Lump sum payments (eg Employment Termination Payment)	☐	☐
Any non cash benefits	☐	☐
Trust distribution statement, including copy of trust's tax return	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Partnership distribution statement, including the partnership's tax return	☐	☐
Dividend statements	☐	☐
Bank statements detailing interest earned	☐	☐
Term deposit statements detailing interest earned	☐	☐
Buy/Sell contract notes for shares (if any shares were sold)	☐	☐
Work-related Deductions:		
Details of depreciable assets bought during the year (eg laptops)	☐	☐
Professional journals/magazines	☐	☐
Professional memberships/subscriptions	☐	☐
Receipts for continuing professional development course & seminars	☐	☐
Receipts for self-education expenses	☐	☐

Receipts or evidence of work-related deductions such as protective clothing, uniform expenses & travel	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐
Other Deductions:		
Receipts for donations of $2 and over to registered charities (Bushfire/Flood tin collection)	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent's fees)	☐	☐
Expenditure incurred in earning investment income	☐	☐
Income protection insurance premiums	☐	☐
Rental Properties:		
Annual statement from property agent (if engaging the services of an agent)	☐	☐
Date when property was purchased	☐	☐
Details of depreciable assets bought or disposed during the year	☐	☐
Expenses (which are not detailed on the property agent annual statement) incurred, such as water charges, land tax & insurance premiums)	☐	☐
If property is held by more than one individual, details of owners, and their legal ownership percentage	☐	☐
If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Period that property was rented out during the income year	☐	☐
Records detailing rental income (if not engaging the services of an agent)	☐	☐
Records of expenses relating to the property (if not engaging the services of an agent)	☐	☐
Offsets/Rebates:		
(NEW) - Eligible education expenses (computers, text books, etc)	☐	☐
Details of any superannuation contributions for spouse	☐	☐
Details of dependents, including their age, occupation and income	☐	☐
Details of medical expenses where the total exceeds $1,500 (after Medicare and private health fund rebates)	☐	☐
Private health insurance statement (if insurance is held with partner, please state who is the primary holder and provide the age of partner)	☐	☐

If Operating as a Sole Trader:		
Cashbook, which includes records of drawings taken before the business takings are banked	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG summaries for employees	☐	☐
Details of any government grants, rebates or payments received	☐	☐
Details of superannuation contributions for employees	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (eg trial balance, P&L and B/Sheet)	☐	☐
Back-up of Quicken or MYOB	☐	☐
Statements of all loans to the business	☐	☐
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 in with you	☐	☐
Any other information that you think is relevant	☐	☐