

INDIVIDUAL TAX RETURN CHECKLIST 2019

NAME: _____

When you come in to see us at tax time, please bring the following items to assist us in completing your tax return.

Investment related deductions

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

Employment income deductions

- ☐ List of work related expenses i.e. tools, income protection insurance
- ☐ Receipts or evidence of work related deductions e.g. car, travel, laundry, meals
- ☐ Union fees

Offsets

- ☐ Dependants – name, DOB, and legal responsibilities
- ☐ Zone – if you live in a remote area you may be eligible for an offset
- ☐ Sole parent/spouse/housekeeper/low income/aged persons
- ☐ Spouse contributions to superannuation
- ☐ Superannuation pension rebates
- ☐ Private health insurance statement
- ☐ Medical receipts (only for disability/ aged-cared)
- ☐ 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
- ☐ Deppro Report

Income earned statements

- ☐ Foreign sourced income
- ☐ Partnership distribution
- ☐ Rental Income
- ☐ Deductible amount for pension/annuities
- ☐ Payment summaries
- ☐ Capital Gains Tax statements (details of any assets sold)
- ☐ Lump sum payments eg: Eligible Termination Payment statements
- ☐ Social security, pensions, allowance statements
- ☐ Trust distribution statements
- ☐ Tax statements from Fund managers
- ☐ Bank statements - showing interest and fees
- ☐ Share dividend statements
- ☐ Contract notes for buy/sell transactions
- ☐ Tax statements from stockbrokers
- ☐ Income stream statements
- ☐ Life insurance Bonus Policy statements

Other useful information

- ☐ Credit card statement
- ☐ Bank statements (with account name and number, BSB number)
- ☐ Cheque butts
- ☐ Loan statements
- ☐ Last year's tax return
- ☐ Prior year tax losses
- ☐ Any tax credit vouchers
- ☐ Spouse taxable income (If we do not prepare already)

Other deductions

- ☐ Tax Agent Fees
- ☐ Superannuation (Intent to claim form)
- ☐ 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...

- ☐ Last year's Income Tax Assessment
- ☐ Your TFN and ABN
- ☐ Any PAYG Instalments paid

Dependants Details

- ☐ Name
- ☐ D.O.B

NOTES:

To book your appointment:

Please call Perth Office - 9240 4211
Carnarvon Office - 9941 1670 / 0433 974438

or visit www.fortunaadvisors.com.au