Cox Sherlock ACCOUNTANTS
BUSINESS ACCOUNTANTS AND TAX PROFESSIONALS

Individual Tax Return Checklist

Please tick box if you have included this information.

1.	Details for any changes in residential or postal addresses, occupation. Please provide email address and phone numbers for work, home and mobile.	☐
2.	PAYG Payment Summaries (salary & wage income) - All PAYG payment summaries (group certificates) including termination of employment details if applicable.	☐
3.	Details of other earnings - e.g. allowances, director's fees, commissions and any other income including payments received under sickness and accident insurance policies. Also include superannuation pension received or other pensions.	☐
4.	Government Pension and other benefits received - details of Newstart, Sickness Allowance, Exceptional Circumstances Relief payments, Austudy or other education allowances - details of pension or other benefits and allowances received from the Australian Government - details of exempt pension received	☐ ☐ ☐
5.	Interest received - details of ALL bank accounts operated and the names/s in which the account/s is/ are operated - details of gross interest earned - details of any tax deducted (TFN Withholding TAX) from gross interest earned	☐ ☐ ☐
6.	Dividends received - please provide all dividend notices supplied by companies (generally there are two payments each financial year) - any new employee share scheme statements	☐ ☐
7.	Private Partnership and trusts - full details of distributions received from any private trust and/or partnership - a list of expenses incurred in deriving these distributions, e.g. Travel to accountant, investment materials purchased.	☐ ☐
8.	Publicly listed investment trusts / Managed Funds - please provide copies of Annual Tax Statements detailing the taxable components of distributions received from each fund	☐
9.	Details of any SHARES OR OTHER INVESTMENTS ACQUIRED OR SOLD during the financial year - this includes any real estate, shares, unit trust investments etc. - PROPERTY - please include <u>all</u> real estate contracts, solicitors' correspondence and settlement statements, commissions and fees paid - SHARES – date of purchase, purchase price, date of sale, sale price, brokerage and other costs.	☐ ☐ ☐

10.	Details of any foreign employment, pensions, interest, dividends or distributions, and associated tax credits	☐
11.	Rental property details - see separate checklist for each rental property that you own	☐
12.	**Detail for any employment- related expenses and documentation supporting the expenses** In particular; a) <u>Motor Vehicle Expenses</u> - if <5000 business kilometres - estimate of kilometres travelled - if >5000 business kilometres - full details of fuel and oil, repairs and maintenance and registration and insurance for <u>each</u> vehicle used in relation to work - log book (if maintained) - ensure that log book is no older than 5 years and has been properly maintained - log book business percentage - new motor vehicles purchased this year - dealer statement (if acquired from a car dealer) - date of purchase - purchase price - loan / lease documentation (if financed) b) <u>Travel Expenses</u> - details of airfares, accommodation, meals and taxi fares and advise purpose of trip (include itinerary if available) c) <u>Uniforms</u> - details of any purchases of uniforms, protective clothing and laundry expenses d) <u>Self Education Expenses</u> - include details of connection with current employment - enrolment fees, text books, stationery, travel e) <u>Other Expenses</u> - (e.g. trade or business tools, sun protection, products for outdoor workers, journals and /or subscriptions, union fees, home office expenses, telephone/ mobile phone, internet connection, computer hardware and software purchases, sickness and accident insurance premiums, seminars and stationery)	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
13.	Gifts or Donations of $2 and over - to charities and school building funds (provide name of charity or school and amount gifted or donated)	☐
14.	Interest and dividend deductions - details of interest and other charges paid on loans in relation to interest and dividend- bearing investments as well as ongoing financial planning fees paid	☐

15.	Dependent children - details of each child's name, sex and date of birth	☐
16.	Details of total <u>out of pocket</u> medical expenses incurred if these were in relation to disability aids, attendant care or nursing home costs.	☐
18.	Private Health Insurance - copy of private health insurance statement covering you, your spouse and your dependent children	☐
19.	<u>Any other information you consider relevant</u> - please provide a simple explanation, as it might make things a little easier to understand at our end	☐

<u>IMPORTANT NOTE: SPOUSE INCOME</u>

Please ensure you have included full details of your spouse's (married or de facto) taxable income, name, date of birth and Tax File Number if your spouse is not a current client of Cox Sherlock Accountants.
This is required for a number of reasons, including for calculating your Medicare Levy liability, private health rebate and for determining your eligibility for certain tax rebates.

Please attach all relevant information and documentation to this checklist and return it to our office. If you have any queries or concerns please don't hesitate to contact us.