## Your One-Stop-Shop for all your Tax & Accounting needs

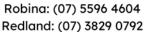


## What you need to bring to your appointment to complete your Tax Return + Rental Property

(Please ensure you have all of this information with you, so we can lodge your Tax Return straight away)

Your bank account details (BSB: Account no:)
A copy of last years tax return (new clients only)
PAYG payment summary(s)
Record of any paid parental leave payments
Contract or self-employment income
Centrelink payment summary (newstart, sickness or special benefits, austudy, pensions or other benefits)
Details of funds withdrawn from superannuation or redundancy payments (etp payment summary(s)
Dividend statements (x2) &/or trust tax statement(s)
Trust distributions income from other entities or expenses
Employee share scheme letter
Details of work related expenses eg;
✓ Car - If you are sending an Excel spreadsheet or list of expenses, please make a declaration on the bottom of the list or in a separate email stating "I confirm that I am holding all the receipts for the expenses I am claiming in tax return".**Include log book and details of car expenses incurred.
✓ Travel - If you are sending an Excel spreadsheet or list of expenses, please make a declaration on the bottom of the list or in a separate email stating "I confirm that I am holding all the receipts for the expenses I am claiming in tax return". **Include travel diary / details of travel incl. date, who visited, what for, cost incurred.
✓ Special work clothes and care of same
✓ Self education
✓ Union/professional fees
✓ Stationery – telephone
✓ Tools, briefcase, journals, etc.
✓ Home office expenses
✓ Phone & internet usage diary to be kept
Details of travel between home & work for transport of heavy and bulky tools and equipment (Recommended to use 20kg as a rule of thumb and also established a secure storage place for equipment)
Gifts/donations to charities or school building fund
Spouse's income details













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- □ Medical expenses (if out of pocket expenses > \$2000) eg medical, dental, optical, prescription, physio expenses paid for the year net of any health benefit refunds. (note: you may not be entitled to claim depending on your individual circumstances as this is being phased out.)
- Private health insurance tax statement + details of whom this covers (eg yourself, partner, any dependents including your own children, foster children or children whom are in your care) \*\*
  PLEASE check with Medicare as your whole family may not be fully covered.
- □ Full details of purchase and sale (Property, Shares etc.), if you have sold any item and made a capital gain or loss
- □ Bank/loan statements (including savings, overdrafts, personal loans, housing loans etc)
- Details of any bank interest received
- □ Copy of your bank account details (bsb & account numbers) for crediting refunds
- General insurance policies
- Personal insurance policies
- Superannuation statements
- □ Income protection / sickness insurance
- Rental income and expenses
  - ✓ annual agent statement or details of rents received for the full year
  - √ bank loan statements
  - ✓ rates/ strata levies/ repairs/ insurance expense details
- Rental property purchase documents (if not provided previously)
  - ✓ purchase contract
  - ✓ legal settlement statement
  - ✓ quantity surveyor's depreciation and capital allowances report
  - √ financing details including total amount borrowed and terms
  - ✓ ownership of the property e.g. self 90% spouse 10%
  - ✓ date property first available for rent
  - √ date property first rented

\*\*Please confirm that you have provided all necessary information / receipts / payment summaries prior to commencement of your tax work. If all information is not provided up front, an extra fee may be incurred as amendments would need to be made.

If you are not sure about something, bring it along anyway.

Liability limited by a scheme approved under Professional Standards Legislation.



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