

RECORDS COLLECTION GUIDE - I RETURN

Name:

Appointment Date:

Appointment Time:

You will need:

| <u>Income</u> | Tick | <u>Expenses</u> | Tick |
|---|--------------------------|--|--------------------------|
| 1. Payment Summaries (Group Certificates) | <input type="checkbox"/> | 1. Work Related Car Expenses | |
| 2. Interest Earned | | -Business KM travelled (to and from work does not count) | <input type="checkbox"/> |
| -Summary from Bank for each a/c | <input type="checkbox"/> | | |
| -TFN Tax Deducted | <input type="checkbox"/> | -Total KM travelled | <input type="checkbox"/> |
| 3. Centrelink Statements for: | | If more than 5000 business KM: | |
| -Unemployment | <input type="checkbox"/> | -Cost of vehicle | <input type="checkbox"/> |
| -Pension | <input type="checkbox"/> | -Total vehicle costs | <input type="checkbox"/> |
| -Austudy | <input type="checkbox"/> | | |
| 4. Pension/Annuity | | 2. Work Related Travel | <input type="checkbox"/> |
| -Statement of Earnings | <input type="checkbox"/> | | |
| -Undeducted Purchase Price | <input type="checkbox"/> | 3. Uniforms, Protective Clothing & Laundry | <input type="checkbox"/> |
| -Rebate Entitlement | <input type="checkbox"/> | | |
| 5. Dividends | | 4. Self Education Costs | <input type="checkbox"/> |
| -Dividend statement for each company (usually 2 per year) | <input type="checkbox"/> | 5. HECS, Supplementary Aus/Abstudy | <input type="checkbox"/> |
| 6. Managed Fund Investment | | 6. Income Protection Insurance | <input type="checkbox"/> |
| -Annual Tax Statement | <input type="checkbox"/> | 7. Donations to Registered Charities | <input type="checkbox"/> |
| 7. Eligible Termination Payments | <input type="checkbox"/> | 8. Tax agent fees | <input type="checkbox"/> |
| 8. Purchase and Sale Documents for: | | 9. Costs in deriving investment income | <input type="checkbox"/> |
| - Sale of Shares | <input type="checkbox"/> | | |
| - Sale of Property | <input type="checkbox"/> | 10. Other Costs | |
| 9. Distributions from Partnerships/Trusts | <input type="checkbox"/> | -Union dues | <input type="checkbox"/> |
| | | -Professional associations | <input type="checkbox"/> |
| 10. Lump Sum Payments | <input type="checkbox"/> | -Seminars/conferences | <input type="checkbox"/> |
| | | -Home office expenses | <input type="checkbox"/> |
| 11. Income from Foreign Sources | <input type="checkbox"/> | -Telephone & mobile phone | <input type="checkbox"/> |
| | | -Technical/trade journals | <input type="checkbox"/> |
| 12. Proceeds from Insurance Policies | <input type="checkbox"/> | -Teaching aids | <input type="checkbox"/> |
| | | -Stationery | <input type="checkbox"/> |
| | | -Tools (replace/repair) | <input type="checkbox"/> |
| | | -Sun Protection | <input type="checkbox"/> |
| | | -Plant & Equipment | <input type="checkbox"/> |
| | | -Other | <input type="checkbox"/> |

**** If you have your tax prepared separately from your spouse, we will need to know your spouses taxable income and date of birth.***

**** If you have business income, please call us on 9842 2511 and ask for a copy of our "Records Collection Guide - Businesses"***

RENTAL PROPERTIES

Income:

- 1. Statements from agent OR
- 2. Record of all rent received

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Expenses:

- 1. Loan statements
- 2. Council Rates
- 3. Water Rates
- 4. Insurance
- 5. Land Tax
- 6. Other expenses

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For newly purchased rental properties you will need:

- offer and acceptance contract
- bank documents for any loan
- settlement statement

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**** If your property is residential and was built after 18 July 1985 we need to know the date and cost of construction***

OTHER DETAILS

- 1. Private Health Insurance
 - statement from your insurer
- 2. Dependent spouse rebate
 - spouses income from all sources
- 3. Zone rebate
 - details of periods spent in remote areas
- 4. Medical expenses rebate
 - details of medical expenses paid and reimbursements received if net medical expenses exceeds \$1500
- 5. Superannuation contributions
 - details of personal superannuation contributions for you and your spouse
- 6. Senior Australians Tax Offset
 - conditions relate to age, income and eligibility for government pensions and similar payments
- 7. Medicare levy exemption/reduction
 - the normal levy is 1.5% of your total income, this may vary according to your circumstances
- 8. Family Tax Benefit tax claim
 - if you or your spouse have not received benefit payments during the year or payments completely stopped during the year
 - details include dependents names, dates of birth, income, the period they were a dependent, child maintenance expenditure/income, etc
- 9 Date finished full time education (for the first time)
- 10 Date ceased or commenced Australian residency