Cox Sherlock
ACCOUNTANTS
BUSINESS ACCOUNTANTS AND TAX PROFESSIONALS

Individual Tax Return Checklist

Please tick box if you have included this information.

1.	Your most recent residential and postal addresses and occupation it they have changed after the lodgement of your latest tax return. Please provide email address and phone numbers for work, home and mobile. Please also advise if you are an Australian resident for tax purposes.	☐ Y / N
2.	PAYG Payment Summaries (salary & wage income) – This information can be accessed from the ATO Portal so this information does not need to be provided.	☐
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 – This information can be accessed from the ATO Portal so this information does not need to be provided.	☐
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 - 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 financial adviser, investment materials purchased	☐ ☐
8.	Publicly listed investment trusts / Managed Funds - 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 (for both purchase and sale), solicitors' correspondence and settlement	☐ ☐

	statements (purchase and sale), commissions and fees paid - SHARES – date of purchase, purchase price, date of sale, sale price, brokerage and other costs.	☐
10.	Foreign source income - details of any foreign employment, pensions, interest, dividends, distributions, rent or business income 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, taxi fares tolls, car hire and parking fees, and advise purpose of trip (include itinerary if available) c) <u>Uniforms</u> - details of any purchases of uniforms or protective clothing, laundry expenses and mending/repair costs d) <u>Self Education Expenses</u> - include details of connection with current employment - enrolment fees, student union fees, text books, stationery, travel - details of depreciating assets used, including computers and cars e) <u>Working from Home Expenses</u> - total number of hours working from home in the financial year - home Internet expenses f) <u>Other Expenses</u> e.g. - trade or business tools, sun protection, products for outdoor workers,	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

	- journals and reference books, subscriptions, union fees, seminars, stationery, telephone/ mobile phone, computer hardware and software purchases - income protection, sickness and accident insurance premiums - any other work-related expenses (please specify)	☐ ☐ ☐
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 - ongoing financial planning fees paid	☐ ☐
15.	Personal superannuation contributions - copy of super fund acknowledgement letter confirming your tax deduction amount	☐
16.	Dependent children - details of each child's name, sex and date of birth, and advise if you have maintained them in the financial year - if you have paid child support for any children, please provide the total amount paid in the financial year	☐ ☐
17.	Private Health Insurance – This information can be accessed from the ATO Portal so this information does not need to be provided.	☐
18.	<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	☐

IMPORTANT NOTE: SPOUSE INCOME

Please ensure you have included full details of your spouse's (married or de facto) taxable income, full 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.