2016 Personal Tax Return

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2016. **Completion of your return may be delayed if any of the following records or information is missing.**

Income

- Payment summaries for **Wages** and **Lump Sums**.
- Payment summaries for **Superannuation** lump sums & pensions including accompanying letters & schedules.
- Payment summaries for **Employer Termination Amts**.
- Payment summaries for **Govt Pensions & Allowances**.
- **Interest** received or reinvested and any tax withheld.
- **Dividends** received or reinvested and any tax withheld.
- **Partnership** and/or **Trust** income.
- **Managed Funds** (investments) Tax Statements.
- **Managed Funds** Capital Gains Tax Statements (if there were any disposals during the year, incl rebalancing).
- Details of **Business Income and Expenses** (cash book, software reports/backup etc) incl GST info if applicable.
- Sale **and** purchase documents for any assets acquired after 19 September 1985 and sold during the year for **Capital Gains Tax** calculations (e.g. shares, rental property, holiday home, vacant land etc).
- Life Insurance Company & Friendly Society **Bonuses**.
- **Rental Property** income & expenses, including agent's annual or monthly statements, interest on loan(s) and a summary of any other expenses paid directly by you. Also supply copy of page 1 of the contract, your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- **Forestry Managed Investment Scheme** income.
- **Employee Share Scheme** statement(s) for discounts received on employee shares or rights.
- Any **Other Income** incl **Foreign Income** (bring details).

Deductions

- If you used your **car** for work purposes (excl travel between home and work – exceptions apply), provide an estimate of work-related kilometres or a list of car expenses and business use percentage from a log book.
- Summarise your other **Work-Related Expenses,** incl **Self-Education**, and we will advise on deductibility. If total work-related expenses exceeds $300 (excl car expenses and claims against certain travel, meal and award transport allowances) you must have receipts to prove the total amount, not just the excess over $300.
- **Interest Paid** on investment loans.
- Summarise **Donations** from your receipts. The receipt will indicate if the donation is tax-deductible.
- **Tax Return Fee** for last year (if not prepared by us).
- Ongoing **Financial Planning** fees (exclude initial costs).
- **Income Protection** insurance premiums.
- Acknowledgement letter from your super fund if claiming a deduction for personal **Super Contributions**.
- Any **Other Deductions** (bring details)

Tax Offsets

- Private **Health Insurance** Statement.
- **Spouse Superannuation** contributions made by you.
- Location(s) and period(s) lived in a **Remote Area** or served with **Overseas Forces**.
- **Net Medical Expenses.** Commencing with the 2016 return, this offset can now only be claimed by taxpayers with net expenses for disability aids, attendant care or aged care. Net (out-of-pocket) expenses are your total eligible medical expenses minus refunds from Medicare, National Disability Insurance Scheme (NDIS) and private health insurers which you or someone else, received or are entitled to receive. If your out-of-pocket expenses for the year exceeded $2,265 (note income tests apply and your threshold may be $5,343), please provide details of those expenses.

Other Information

- **HELP** & **SFSS** Statements.
- **PAYG Income Tax Instalments** paid.
- The amounts of any **Tax-free Government Pensions** received & any **Child Support Payments** made by you.
- Copy of your **Spouse's Return** (if not being prepared by us) or income details if return not lodged/not required.
- Copy of your **Return for the Previous Financial Year** (if not prepared by us).
- Your **Bank Account Details** (BSB, Acct No, Acct Name). **Please note,** the ATO no longer issue refund cheques.