



Adept Accounting & Tax Pty Ltd

T/A Blue Sky Accountants CPA



Adept Accounting & Tax is a CPA practice

TAX RETURN CHECK LIST

Full list of supporting documents required for preparation of Income Tax Return for individuals tax payer including Sole trader. Identifying the items which might be applicable to your tax situation...

INDIVIAUL INCOME TAX RETURN

NAMEDOB.....

TFN.....

ADDRESS

TELEPHONE.....

EMAI I

INFORMATION REQUIRED	YES	NO
INCOMES		
PAYG summary from employer, Centrelink	<input type="checkbox"/>	<input type="checkbox"/>
PAYG summary of super income stream, lump sum from superannuation fund, RSA, Life Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>
PAYG summary - income stream life insurance company, friendly societies	<input type="checkbox"/>	<input type="checkbox"/>
PAYG summary- employment termination payment (ETP)	<input type="checkbox"/>	<input type="checkbox"/>
PAYG summary-PSI, labour hire, voluntary or withholding for no ABN quoted	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement and copies of trust tax return	<input type="checkbox"/>	<input type="checkbox"/>
Management fund annual tax statement and capital gain tax statement	<input type="checkbox"/>	<input type="checkbox"/>

Partnership distribution statement and copy of partnership tax return	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Statement	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement, term deposit statement showing interest earned	<input type="checkbox"/>	<input type="checkbox"/>
Employee Share/option Schedule statement-employee summary	<input type="checkbox"/>	<input type="checkbox"/>
Buy/Sale of contract note for shares (if any shares were sold)	<input type="checkbox"/>	<input type="checkbox"/>
DEDUCTIONS		
Work related:		
Vehicle log book for motor vehicle expenses, or work related kilometres	<input type="checkbox"/>	<input type="checkbox"/>
Receipt & evidence of work related deduction, travel expenses, uniform	<input type="checkbox"/>	<input type="checkbox"/>
Receipt & evidence of work related self education expenses	<input type="checkbox"/>	<input type="checkbox"/>
Receipt for CPD courses and seminars, professional journals/subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
Professional Membership	<input type="checkbox"/>	<input type="checkbox"/>
Receipt or evidence of depreciable asset bought during the year, computer, Other tools equipment or home office furniture	<input type="checkbox"/>	<input type="checkbox"/>
Other deduction:		
Receipts for donations to registered charities	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred in managing tax affairs	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in earning investment income	<input type="checkbox"/>	<input type="checkbox"/>
Income protection insurance premium	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL PROPERTY		
Annual statement from property agent	<input type="checkbox"/>	<input type="checkbox"/>
Info when property was purchased or first rented out	<input type="checkbox"/>	<input type="checkbox"/>
Period property was rented out during income year	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements for property, showing interest paid during income year	<input type="checkbox"/>	<input type="checkbox"/>
Quantity surveyor report if property or structure improvement was built after 18/07/85 or 27/02/92	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or scrapped during income year	<input type="checkbox"/>	<input type="checkbox"/>
Expenses not on the property agent annual statement, i.e. insurance, land tax, legal fee, mortgage discharge fee	<input type="checkbox"/>	<input type="checkbox"/>
Borrowing expense for new loan or refinance, LMI, valuation fee etc	<input type="checkbox"/>	<input type="checkbox"/>
Legal ownership percentage when owned by more than one individual	<input type="checkbox"/>	<input type="checkbox"/>
On disposal, info relating to dates, costs associated with acquisition,	<input type="checkbox"/>	<input type="checkbox"/>

disposal	<input type="checkbox"/>	<input type="checkbox"/>
OFFSET/REBATE		
Details of dependants, and dependent children age under 21 or under 25 if full time students	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement	<input type="checkbox"/>	<input type="checkbox"/>
Details of medical expense, only relevant where the total exceeds \$2,020 or \$5,000 depend on family income	<input type="checkbox"/>	<input type="checkbox"/>
Detail of super contribution for spouse and any personal super contribution	<input type="checkbox"/>	<input type="checkbox"/>
SOLE TRADER		
Cash Book including records of drawing taken before the business takings are banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of BASs lodged	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG Summaries for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any superannuation contribution for employees	<input type="checkbox"/>	<input type="checkbox"/>
Payment of salaries and superannuation to associates	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software(Trial balance, P & L, Balance Sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of all liabilities of business including new car, equipment purchases, contacts, loan papers	<input type="checkbox"/>	<input type="checkbox"/>
Super contribution for self-employed persons	<input type="checkbox"/>	<input type="checkbox"/>
If you have not done any bookkeeping, provide us any documents Supporting incomes & expenses, purchase including cash withdrawing from income before banking deposit, bank statements, deposit book, sale invoices; and cheque butts, invoices/receipts, ash purchase records, credit card statements	<input type="checkbox"/>	<input type="checkbox"/>
OTHER INFORMATION		
Copies of IASs lodged	<input type="checkbox"/>	<input type="checkbox"/>
OTHER NOTES: last year tax return if there is business loss rollover or capital loss rollover issue	<input type="checkbox"/>	<input type="checkbox"/>