



Income Tax Return Preparation Checklist

2017

Checklist A

<u>Client Details</u>				<u>Bank Account Details</u>	
Name				Bank	
Date of Birth					
TFN				BSB	
Telephone					
Mobile				Account #	
Email					
No. Of Dependents				Account Name	
Specific Occupation					
Address				Comments:	

<u>Income</u>			Yes	No	Please Provide
1. Salary & Wages					PAYG payment summaries
2. Employer Allowances					
3. Lump Sum/Termination Payments					ETP PAYG payment summaries
4. Government Allowance i.e. Newstart, Youth Allowance, Parenting Payment					Statement of benefits
5. Government Pension i.e. Age Pension, Parenting Payment					Statement of benefits
6. Annuity or Superannuation Lump Sum Payment or Income Stream					Statement of benefits
7. Interest from bank accounts					Bank statements
Bank:		Account No.			\$..... % Ownership
Bank:		Account No.			\$..... % Ownership
8. Dividends					Dividend Statements
Unfranked	Franked	Imputation Credit			Company:
\$	\$	\$			
\$	\$	\$			
\$	\$	\$			
\$	\$	\$			
\$	\$	\$			
9. Employee Share Scheme					Statement from employer

Checklist A ...continued

10. Income from trust, partnership or managed fund			Distribution statements or partnership/trust tax returns
11. Sale of Assets			Completed checklist C
12. Rental Property Income			Completed checklist B
13. Income from Business			Completed checklist D
14. Any other sources of income not listed? i.e. Forestry income, friendly societies or insurance policy payout			Necessary documentation

<u>Income Tests Information</u>	Yes	No	Please Provide
15. Exempt government pension			Details & documentation
16. Foreign Income			Details & documentation
17. Child Support			\$.....
18. Reportable Employer Superannuation Contributions			\$.....
19. Reportable Fringe benefits			\$.....

<u>Spouse Details (must be completed)</u>	Yes	No	Please Provide
but do not complete if H&A prepares spouse return			Fill in <u>ALL</u> fields even if \$Nil
20. Did you have a spouse for the full year?			Name: _____ TFN: _____ Date of Birth: __/__/____
21. What was your spouse's taxable income?			\$.....
22. Did your spouse have reportable fringe benefits?			\$.....
23. Does your spouse have reportable superannuation contributions?			\$.....
24. Did your spouse receive government pension income (exclude exempt pensions)			\$.....
25. Did your spouse receive any exempt government pension?			\$.....
26. Did your spouse receive any foreign income?			\$.....
27. Did your spouse have a total net investment loss?			\$.....
28. Did your spouse have a total net rental loss?			\$.....
29. Did your spouse pay child support?			\$.....
30. Did your spouse receive a superannuation lump sum?			\$.....

Checklist A ...continued

Medicare Levy			
31. Were you entitled a medicare levy exemption or reduction?			Details & documentation
32. Do you have a HELP or HECS debt?			\$.....
33. Did you or your family have private health cover at any time during the year?			If <u>YES</u>, private health insurance statement <u>MUST</u> be provided
Deductions			
	Yes	No	Please Provide
34. Work related car expenses			Completed checklist E
35. Work related travel expenses			Details & documentation. Examples:
			- Accomodation \$.....
			- Meals \$.....
			- Taxis/Tolls/Parking \$.....
			- Vehicle Hire \$.....
36. Work related uniform, logo clothing, occupation specific clothing, protective clothing, laundry expenses			Details & documentation
37. Sun protection expenses i.e. Sunglasses, sunscreen, hats (only applicable if required to work primarily outdoors)			Details & documentation
38. Work related self education expenses			Details & documentation.
			- Course fees \$
			- Stationery \$.....
			- Computer/ Internet \$.....
			- Travel? (provide details)
39. Other work related expenses			Details and documentation.
			- Union Fees \$.....
			- Work-related phone usage \$....., ____ %
			- Registrations/ subscriptions \$.....
			- Seminars/ Conferences \$.....
			- Tools \$.....
			- Home Office \$.....
			- Overtime meals \$.....
40. Expenses in earning interest or dividend income e.g. Interest on investment loan or account keeping fees			Details and documentation
41. Tax deductible donations			Receipts \$.....
42. Fees for preparation of tax return i.e. Accountant fee, travelling, postage, etc.			Receipts \$.....
43. Ongoing payments to a forestry managed investment scheme (FMIS)			Insurance invoice, management fees

Checklist A ...continued

44. Income protection insurance premiums			Name of company	
			Account Number	
			Receipt of amount paid	\$.....
45. Other expenses you think are deductible i.e deductible amount UPP			Details and documentation	
46. Personal contributions to a superannuation fund			Amount \$.....	
Important: we can not lodge your return without an acknowledgement from your fund			Fund Name	
			Fund ABN	
47. Has your fund acknowledged intention to claim?			Account No.	

<u>Tax Offsets (Rebates)</u>	Yes	No	Please Provide
48. Did you maintain a dependent who is unable to work due to invalidity or carer obligations?			
49. Did you make contributions to a superannuation fund on behalf of your spouse?			Amount \$.....
50. Did you live in an area classified as a special zone for zone rebate purposes?			Details, including days lived in zone for that year
51. Medical expenses rebate is now only eligible for disability aids, attendant care and aged care.			Receipts, health fund reimbursements
52. Were you under 18 years of age at 30 June 2017?			
53. Were you an Australian resident for only part of the year?			