

2018 INCOME TAX RETURN CHECKLIST

CLIENT DETAILS			
Full Name	Mr/Ms First Name Last Name	Tax File No.:	TFN
Address	Address Line 1		
	Address Line 2		
	Suburb:	City/Town	
	State:	State/Co/Prov	Postcode : Zip/Postal
Telephone	Home :	Phone 2	Business : Phone 1
	Mobile :	Phone 3	Facsimile : Fax
E-mail	Email Address		
Occupation	Occupation	Date of Birth	Date of Birth
Partner's Name & DOB	Partner's Name & DOB		
Children's Name/s & DOB	Dependent 1		
	Dependent 2		
	Dependent 3		

DO YOU HAVE ANY OTHER ENTITIES (FOR CROSS-REFERENCE PURPOSES)?	
Name	Type (eg: Company, Trust, SMSF)
Related Entity 1	
Related Entity 2	
Related Entity 3	
Related Entity 4	

INCOME	Please attach
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			Attachments
Salary or Wages	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PAYG Payment Summary/ies
Dividend Income	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dividend Statements
Interest Income on Cash Deposits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Bank Statements
Managed Funds	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Annual Tax Statements
Rental Property income	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Property Agent's Rental Statements
Income from Partnership and/or Trust Distributions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Distribution Statement or Trust Tax Return
Employee Share Scheme ("ESS") Income	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ESS Statement from Employer
Capital Gains	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Documents relating to Purchase and Sale
Business Income	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Business Income Receipts incl. Bank Statements
Employment Termination Payments ("ETP's")	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Employer Statements
Australian Government Allowances and Payments <i>(e.g. Newstart Allowance, Austudy Payments, Parenting Payment, Youth Allowance)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Statements confirming Income
Australian Government Pensions and Allowances	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Statements confirming Income
Australian Annuities and Superannuation Income Streams	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Annual Tax Statements
Foreign Source Income <i>(must include from all overseas sources)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Supporting Documents
Other Income <i>(Please specify on Page 5)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Supporting Documents

If you ticked "Yes" in any of the above please attach evidence of all Income received by providing the source documents as outlined in the far right column "Attachments"

INSURANCE

YOUR RISK MANAGEMENT (INSURANCE) ARRANGEMENTS		
Income Protection Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total and Permanent Disability Insurance (TPD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trauma Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Life Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

YOUR SUPERANNUATION ARRANGEMENTS	
Full Name of Fund(s):	
Full Name of Fund(s):	

DEDUCTIONS

WORK-RELATED MOTOR VEHICLE EXPENSES			Attachments
Do you have work-related motor vehicle expenses?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Finance Documentation %
Lease/Corporate Hire Purchase/Chattel Mortgage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you keep a Log Book? <i>(If so, what is the business usage %; based on the log book)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

WORK-RELATED SELF-EDUCATION EXPENSES			Attachments
Do you have work-related self-education expenses?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Course information
Text Books	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Related Receipts
Stationery	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Related Receipts

If you ticked "Yes" in any of the above please attach evidence of all Income received by providing the source documents as outlined in the far right column "Attachments"

DEDUCTIONS Continued...

INVESTMENT PROPERTY DEDUCTIONS	Attachments
Do you have any Investment Properties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property Agent's Rental Statements and Bank Statements	

OTHER DEDUCTIONS	Attachments
Investment Related Expenses:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ongoing Financial Advice Fees	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Interest on Margin Loan / Investments	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Investment Journals / Periodicals / Subscriptions	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Seminars	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Tax Agent/ Accountant's Fees	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Income Protection Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> Policy Statement
Gifts and Donations (Charities)	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts
Personal Superannuation Contributions	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Documents
Other Deductions <i>(Please specify on Page 5)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Related Receipts

HAVE YOU BOUGHT OR SOLD ANY ASSETS THIS FINANCIAL YEAR? (If more please provide on page 5)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attachments
Asset Description # 1:		
Date of Purchase / Sale		Contract & Receipts
Asset Description # 2:		
Date of Purchase / Sale		Contract & Receipts

HAVE YOU RENTED OUT OR USED YOUR MAIN RESIDENCE FOR BUSINESS DURING THE FINANCIAL YEAR?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attachments
Home Address:		
Date first rented		Invoices & Receipts
Details of use and area %:		
Market value on date income first received:		Source documents

If you ticked "Yes" in any of the above please attach evidence of all deductions by providing the source documents as outlined in the far right column "Attachments"

