

# INDIVIDUAL CHECKLIST

Required documentation for the end of the financial year to help you get organised. For new clients a copy of your most recent taxation return is ideal.

## INCOME

<b>PAYG Summaries.</b>	<b>Employer lump sum or termination payment statements.</b>
<b>Interest Income</b> – Ask your financial institution to print your annual summaries of interest.	<b>Dividend Income</b> – Copies of dividend statements or summaries of imputation credits are required.
<b>Australian annuities / Superannuation income streams.</b>	<b>Employee Share Schemes</b> – Include copies of any documentation provided by your employer.
<b>Australian superannuation lump sum payment.</b>	<b>Trust Distributions</b> – The Annual Tax Statement is essential. It is issued in August or September each year.

## EXPENSES

<b>Employment Expenses</b> - Any expenditure directly connected with earning your income is likely to be deductible (books, stationery, tools of trade, association fees – please provide receipts)	<b>Motor Vehicle</b> – Where the private vehicle is used for employment purposes. Please provide a 3-month log book and any receipts.
<b>Work related uniform, occupation specific or protective clothing, dry cleaning expenses.</b>	<b>Self-Education expenses.</b>
<b>Costs related to interest or dividend income</b> – Interest on loans or bank fees.	<b>Donations</b> – Summary of gifts or donations made to charities.
<b>Income protection insurance.</b>	

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## OTHER

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<p><b>Private Health Insurance</b> – Your annual membership statement.</p>	<p><b>Investments</b> – Documentation is required for any purchase / sale of assets during the financial year. Please see Investor Checklist.</p>
<p><b>Superannuation Contributions</b> – If you make additional personal deductible contributions, please provide the funds acknowledgment of your intention to claim, as well as your spouse’s contributions.</p>	<p><b>Amounts and types of income for dependants</b> If your dependant children earn wages or interest on bank accounts, please provide these details.</p>
<p><b>Prior year tax return &amp; receipt</b> – If you did not use our services last year, we require a copy of your last lodged tax return and the fee paid to the tax agent.</p>	<p><b>Bank details</b> – for the deposit of your refund</p>