

INDIVIDUAL TAX CHECKLIST

Name Year:
Appointment Date: Time:



INCOME

- Payment Summaries¹
- Lump Sum and Termination Payment Summaries
- Employee Share Scheme Statements
- Interest income from banks
- Dividend Statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds and Exchange Traded Funds
- Share purchases and disposals
- Business income and expenses
- Foreign income (e.g. foreign pensions, foreign dividends)
- Rental properties
 - Rental income / agent annual statement
 - Body corporate fees
 - Council rates
 - Insurance
 - Interest paid on loans
 - Land tax
 - Repairs & maintenance
 - Water rates

DEDUCTIONS

- Work related expenses
 - Motor vehicle expenses
 - Kilometres travelled for work (maximum 5,000km per vehicle), or
 - Log book method (provide copy of log book and all vehicle costs)
 - Travel (fares and accommodation)
 - Uniforms, work clothing
 - Self-education and professional development
 - Union fees, journals, tools, subscriptions, memberships
 - Home office expenses
 - Telephone, computer, internet
 - Seminars, conferences
 - Any other expenses necessarily incurred in performing work duties
- Donations to charities
- Income protection insurance
- Personal superannuation contribution (including Notice of Intent to Claim Deduction)
- Accountant's fee for preparing last year's tax return (if not done by McMillans)

OTHER

- Private health insurance statement
- Spouse details including taxable income (if spouse not lodging through McMillans)
- Bank details for tax refund (BSB, account number, account name)
- Number of dependent children (under 21, or 21-24 and full time student)

¹ Most employers will no longer provide Payment Summaries direct to their employees. In most cases McMillans will access your Payment Summary from the ATO.