

## End of Year Tax Checklist

This is a general list only and is a guide of documentation we may need to complete your income tax return.



### PERSONAL TAX

- Group certificate showing income earned for the 20/21 year if supplied by employer.
- Bank Account Details for tax refunds to be deposited to.
- Annual tax statements of managed investment funds.
- Interest income from banks and building societies.
- Dividend statements for dividends received.
- For share sales or purchases, the purchase and sale contract notes.
- For real estate sales or purchases, the solicitor's correspondence for the purchase and sale including the contract and settlement statements, agent selling costs and any loan documents showing borrowing costs.
- Rental property – End of year statement from real estate agent showing income and expenses or if rented privately, documentation showing income received for the year. Details of all expenditure incurred including interest paid on rental property loans, insurance, council rates and water, body corporate fees, utilities, cleaning, pest control and repairs and maintenance.
- Details of any work-related motor vehicle expenses – if you have used your motor vehicle for your work please advise:
  - Description of Vehicle;
  - Do you have a current logbook? If yes, please provide to our office along with the total vehicle expenses including fuel, interest, leasing, registration, insurance and repairs and maintenance for the tax year.
  - If you have not kept a logbook, you can claim up to 5,000 work related kilometres. Please advise our office of the kilometres travelled.

**Note: Kilometres are kilometres travelled in relation to earning income but excluding travel between home and work. The exception to this home and work rule is if you are required to carry bulky tools or equipment and there is no secure place on site to leave your tools or equipment.**

- Details of any uniform/protective clothing expenses.
- Details of any work-related travel expenses including dates of travel.
- Details of any self-education expenses.
- Details of any other work-related expenses including:
  - Monthly work-related telephone costs and percentage that is work related.
  - Monthly work-related internet costs and percentage that is work related.
  - Details of hours worked from home (per week or yearly total)
  - Tool expenses.
  - Stationery expenses.
  - Equipment over \$300 with date each item was purchased and percentage that is work related.
- Details of income protection insurance.
- Details of any donations made to charities.
- Annual private health insurance tax statement and number of dependant children.
- If we are not preparing your spouse's tax return, please provide their name, date of birth & taxable income.
- If you have made personal super contributions throughout the year, the acknowledgment notice from your super fund indicating the amount you can claim as a tax deduction OR the Notice of Intent to Claim Form. **(Our office cannot lodge your tax return until an acknowledgement notice is received from your super fund.)**

## **BUSINESS TAX**

- Accounting software login details if on-line, i.e. username and password or a backup of your data file including details of the version, username and password.
- Bank statements on any investment, business or operating accounts at 30 June 2021.
- Loan bank statements from 1 July 2020 – 30 June 2021.
- Tax invoices and loan contracts of new assets bought or sold.
- Annual PAYG Payment Summary Statement (Group Certificate Summary)
- Superannuation reconciliation.
- Cash book (If applicable).