Johnston Grocke
Accountants & Financial Planners
Mortgage & Finance Services
Investment Property Services

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# 2017 Tax Return Check List

With the end of the financial year on our door step, we have compiled this check list regarding information that needs to be gathered for the preparation of your tax return.


## Additional information required by the ATO

- ☐ Bank account details for any tax return refund.

  BSB: ___________

  Account No: ____________________

  Account Name (ie Mrs A Smith): _______________________________________________

- ☐ Details of your spouse's income - **if** we are not also doing their tax return.

## First time we are doing your tax?

- ☐ Copies of your last  years tax return(s) (not assessment)

- ☐ Photographic ID.



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## Please help us keep our database up to date

Have any of the below details changed for you since we last did your tax? Please provide details

- ☐ Address – postal or residential
- ☐ Home Phone
- ☐ Mobile
- ☐ Email
- ☐ Spouse/De Facto
- ☐ Dependants

## Income

- ☐ Gross salary, wages, earnings, allowances, benefits, tips and directors' fees as per the PAYG payment summary supplied by your employer.
- ☐ Lump sum and termination payments as per the ETP payment summary supplied by your employer or super fund.
- ☐ Government and Centrelink payments, including pensions and allowances, as per the PAYG payment summary supplied by Centrelink or other government agency.
- ☐ Annuities or other pensions, such as account-based pensions, as per PAYG payment summary or statements provided by your financial institution or super fund.
- ☐ Interest earned as per your bank, building society or credit union statements and ATO refund interest.
- ☐ Dividends received or reinvested, including any franking credits attached as per the dividend statements provided by the company.
- ☐ Distributions from partnerships and trusts (including managed funds) as per the distribution statement provided by the partnership or trust.
- ☐ Details of any capital gains or losses incurred from the sale of (or other dealings involving) CGT assets, such as shares and property. This includes dates and values of acquisitions and disposals, as per purchase and sale documents.
- ☐ Rent received from investment properties as per real estate agent statements or personal records.
- ☐ Details of any foreign source income (including overseas pensions) earned or received, foreign assets held and any foreign taxes paid.



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## Expenses

### Work related expenses

- ☐ Motor vehicle expense details for unreimbursed work related travel in a personal vehicle, including the work related kilometres travelled.
- ☐ Other unreimbursed work related travel expenses, such as taxis, public transport and bridge tolls.
- ☐ Purchase of compulsory uniforms and protective clothing including laundry costs for work related purposes.
- ☐ Self-education expenses, including fees, books, stationery, travel and parking.
- ☐ Union fees and memberships to industry and professional organisations.
- ☐ Purchase of sun protection, hats, sunglasses and sunscreen for work related purposes.
- ☐ Purchase of tools of trade or equipment for work related purposes.
- ☐ Telephone accounts for work related calls.
- ☐ Meal allowances.
- ☐ Attendance fees and travel for seminars, conferences and conventions.
- ☐ Books, journals, subscriptions and your professional library expenses.
- ☐ Home office set-up expenses such as depreciation on purchase of equipment, e.g. computer, telephone, fax and furniture. Details of home office running expenses such as heating, cooling, lighting and cleaning.

### Investment related expenses

- ☐ Motor vehicle expenses for investment related travel, including investment related kilometres travelled.
- ☐ Telephone accounts for investment related calls.
- ☐ Attendance fees and travel for investment seminars, conferences and conventions.
- ☐ Interest paid and fees charged on money borrowed for investments.
- ☐ Bank fees incurred on investment related activities and accounts.

### General expenses

- ☐ Donations to registered charities of $2 or more.
- ☐ Tax preparation fees, including travel to your tax agent.
- ☐ Health Insurance – please provide the statement provided by your Private Health Insurance provider for each adult beneficiary.
- ☐ Income Protection – if paid for outside of your superannuation fund.
- ☐ Details of personal contributions to superannuation before tax. NOTE this is only available where your income from employment is less than 10% of your assessable income. For further information contact our office.


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## Rental Property Tax Return Checklist

- ☐ Total rental income earned including; bond money retained due to damage or in place of rent; and insurance payouts.
- ☐ All rental expenses such as the items found in the 'Rental Property Worksheet' (right).
- ☐ If the property has more than one owner, your percentage share of co-ownership.
- ☐ Tax Depreciation Schedule (Deductions for decline in value of depreciating assets, capital works deductions).

### Rental Property Worksheet

The following worksheet is an easy way to determine your net rental income/loss.

| | $$$ |
|---|---|
| **Income** | |
| Rental Income | |
| Other rental related income | |
| *Gross rent* | |
| **Expenses** | |
| Advertising for tenants | |
| Body Corporate fees and charges | |
| Borrowing expenses | |
| Cleaning | |
| Council rates | |
| Deductions for depreciation | |
| Gardening/lawn mowing | |
| Insurance | |
| Interest on loan(s) | |
| Land tax | |
| Legal expenses | |
| Pest control | |
| Property agent fees or commission | |
| Repairs and maintenance | |
| Capital works deductions | |
| Stationery, telephone and postage | |
| Travel expenses | |
| Water charges | |
| Miscellaneous rental expenses | |
| *Total expenses* | |
| Net rental income/loss *(Calculated 'Gross rent' less 'Total expenses')* | |



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