Individuals 2015 Tax Return Checklist

Income

1/ Gross Salary, Wages, Allowances, Earnings, Tips and Director's Fees

2/ Income from business activities

3/ PAYG Payment Summaries (Group Certificates)

4/ Details of non-cash benefits received

5/ Lump sum and termination payments. All documents, including the ETP Payment Summary will need to be provided

6/ Government Centrelink payments including all types of Pensions, Newstart & Sickness Benefits

7/ All details of any Capital Gains Tax (CGT) asset sales (eg. shares and real estate).Please include dates of, and costs associated with, the original purchase and the sale

8/ Income from Trusts and Partnerships. Statements of Distribution should be provided where appropriate

9/ Rental Income

10/ Bank interest received and any tax withheld

11/ Share dividends received and any tax deducted, including details of franked dividends

12/Foreign Source income(both employment and pensions) and details of any foreign tax credits

Deductions

1/ Employment related deductions, such as motor vehicle (including logbook), protective clothing, self education and uniform expenses. Please note this applies to both Australian and Foreign Employment deductions

2/ Investment and Rental Property Expenses (carefully detail interest on loan claims)

3/ Subscriptions (not including sporting or social clubs)

4/ Donations of $2 and over

5/ Tax agent fees and any other accounting/audit fees

6/ For self-employed people, details of any superannuation contributions made

7/ Special deductions (Australian films, investment shelter and agribusiness-type schemes)

8/ Bank fees (where the credit or deposit represents assessable income)

9/ Un-recouped prior year losses

Rebates & Tax Offsets

1/ Details of private health insurance, including excess details

2/ Details of superannuation contributions where no tax deduction can be claimed

3/ Any changes in dependants

4/ **Income of spouse must be provided**

5/ Details of any income received in a lump sum which was accrued in earlier years (eg. assessable pensions)

6/ HELP & SFSS Debt details

Other

1/ We need all your spouse/partner income information.This includes spouses of the same or opposite sex

2/ Did you or your employer pay any additional superannuation that was over and above the compulsory 9.5% or did you salary sacrifice to super?

3/ All tax free government pensions for your yourself and your spouse

4/ We need all your foreign employment income whether tax was taken out or not in that country, including gifts from relatives living overseas and pensions or benefits

5/ We need details of all insurances held

6/ Child support payments made. You can request an Annual Statement by phoning 131 272.

7/ Net rental property losses

8/ Net financial investment losses, including shares, managed investments, rights or options.

Tax Refund

As of 1 July 2014, the ATO will no longer issue tax refund cheques. Instead they will deposit any refund directly into your bank account

Please ensure you bring your bank account details with you to your tax appointment to avoid any delay in processing your 2015 return

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