

INFORMATION WE SHOULD ALREADY HAVE FROM THE ATO

- ✓ Your income will come through to the ATO automatically (no need for group certificates)
 - ✓ Lump sum and termination payments
 - ✓ Bank interest
 - ✓ Private Health Insurance information

INDIVIDUAL TAX RETURN CHECKLIST

INCOME

- Allowances, benefits and any Directors payments
- Superannuation pensions and annuities including your undeducted purchase price
- Dividends from all companies, including imputation credits
- Managed Funds Tax Statements
- Income and expenses from business activities/ contract work
- Capital gains, (shares, property, crypto) including purchase price/date and selling price/date
- Income from foreign sources
- Other income from any sources

DEDUCTIONS

- Details of work related vehicle usage
(Log book and running expenses/kms travelled)
- Work related interstate or overseas travel
- Uniforms/Workwear/Laundry
- Education expenses relating to your current work
- Work related expenses including Union fees,
- Mobile, Internet, Stationery, Subscriptions etc
- Home Office (hours worked from home)
- Interest, fees and charges incurred to produce your
- interest and dividend Income
- Donations to registered charities
- Accounting and Professional Fees
- Personal super contributions
- Income Protection Insurance Premiums

OTHER

- Spouse details (if we do not prepare their tax return including full name, date of birth and taxable income)

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RENTAL PROPERTY CHECKLIST

We have created the following rental property checklist to help our clients collate their information.

INCOME

- Rental income (Agents yearly tax statement)
- Other income, including insurance payouts, outgoing recoverable

DEDUCTIONS

- Advertising for Tenants
- Body corporate fees
- Borrowing expenses
- Cleaning and Gardening
- Council rates
- Insurance expenses
- Interest expense for the full financial year
- Land tax
- Legal expenses
- Repairs and maintenance. Please specify the expense type and amount.
- Did you purchase a new asset or improve the property? If so please specify the amount paid, date of purchase and type of asset.
- Do you have a Quantity Surveyors report for depreciation purposes?
- Stationery, postage, telephone expenses etc
- Water rates
- Sundry rental expenses
- Bank fees
- Other costs that are incurred for the rental property.

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