

## **Income Tax Return Checklist – Individuals**

### ***Income***

- PAYG payment summaries from employers.
- Employment termination payment summaries.
- Details of pensions or government benefits.
- Details of interest earned on savings.
- Shares – dividend statements.
- Managed funds – annual tax statement from the fund.
- Details of any business or contracting income.
- Details of any foreign income.
- If assets sold such as shares or property – sale and purchase documents.
- Details of rental property income.

### ***Expenses***

- Motor vehicle expenses – logbook, receipts for fuel, repairs, insurance and rego if using the logbook claim method. If your vehicle has been purchased during the year – purchase and finance contracts. If using the kilometre method – number of kilometres travelled for work.
- Work related travel – receipts and diary or itinerary evidence showing proportion of trip related to work.
- Uniform or protective clothing expenses – receipts or other written evidence.
- Self-education expenses – receipts or other written evidence.
- Depreciable items such as tools, laptops and equipment – receipts or other written evidence.
- Details of other work related expenses such as union or professional body fees, mobile phone usages, home office usage, books and magazines related to work.
- Donations over \$2 – receipts.
- Income protection insurance – statement.
- Rental Property expenses – receipts, bank statements, agent's summary.
- Funds borrowed to purchase investments like property or shares – loan statements.

### ***General***

- Private health insurance statement.
- Details of spouse's income.
- Last year's tax return if not prepared by BQK.