

Income Tax Return Checklist – Individuals

Income

- ☐ 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

- ☐ Details of spouse's income.
- ☐ Last year's tax return if not prepared by BQK.

The items covered above are general comments only. Should you wish to discuss or clarify any of the items above, with specific reference to your circumstances, please contact our office.