



## **SOUTH EAST ACCOUNTING**

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### Tax Return Checklist – Individuals

Personal Information	
Name	
Date of Birth	
Tax File Number	
Main Occupation	
Address	
Phone Number	
Email address	
Bank Details for ATO refunds	BSB:                      Acc No: Acc Name:

Income		
Item	Applicable (y/n)	Docs Attached/ Amount
Salary & Wages - Please provide PAYG Payment Summary		
Investment Income	Interest Income (Bank statements)	
	Dividend Income (Dividend Statement)	
	Distribution Income (Annual Tax statement)	
	Rental Income (please request our 'Rental Checklist')	
	Capital Gains – (buy and sell information)	
Business Income - Please request our 'Business Income Checklist'		
Other Income	Employer Lump Sums (Payment Summary)	
	ETP (Payment Summary)	
	Government Allowances (Payment Summary)	
	Employee Share Schemes (Payment Summary)	
	Other – Give details	

## Expenses

Item	Applicable (y/n)	Docs Attached/ Amount
- Vehicle. Did you use your car for work? <ul style="list-style-type: none"> <li>o Aside from driving to and from work how many KM did you travel?</li> </ul>		
- Did you have to travel for work. <ul style="list-style-type: none"> <li>o E.g. overnight stays at conferences, visiting clients, etc.</li> </ul>		
- Do you wear a uniform or protective clothing for work? <ul style="list-style-type: none"> <li>o How much did you spend on purchasing uniform/protective clothing?</li> </ul>		
- Did you do any work related study?		
Other expenses	Do you do any work from home?	
	Do you use your phone/internet for work?	
	Are you a member of any assoc. or unions?	
	Did you purchase any tools of trade?	
	Did you purchase any office equipment?	
	Was there any other items you were out of pocket for?	
- Did you make any donations?		
- Did you pay for an accountant to prepare your return?		
- Were you out of pocket for expenses relating to your investment income (e.g. margin loans, etc.)		
- Did you pay for your income protection insurance personally?		

## Other Items

Item	Applicable (y/n)	Docs Attached/ Amount
- Do you have a HECS (HELP Debt)?		
- Did you have private Health Insurance? <ul style="list-style-type: none"> <li>o Please provide Annual Statement</li> </ul>		
- Number of dependent children		
Spouse details (if spouse is not a client of South East Accounting)	Name:	
	Date of Birth:	
	Taxable Income:	
	Was this your spouse for the full year? (if no – provide dates)	