



Here's a handy checklist to help you collect together all the receipts, tax invoices and supporting documents you'll need to do your tax return.

## Income

- Pay As You Go (PAYG) Summaries
- Foreign sourced income
- Partnership distribution
- Rental income
- Deductible amount for pension/annuities
- Capital Gains Tax statements (details of any assets sold)
- Lump sum payments eg: Eligible Termination
- Social security, pensions, allowance statements
- Trust distribution statements
- Tax statements from fund managers
- Bank statements - showing interest and fees
- Share dividend statements
- Contract notes for buy/sell transactions
- Tax statements from stockbrokers
- Income stream statements
- Statement for income received from life insurance payments

## Employment income deductions

- Receipts or evidence of work related deductions eg: tools, car, home office, travel, laundry
- Receipts for self-education expenses eg: fees, books, computer costs
- Union fees
- Car finance lease statements

## Investment related deductions

- Interest/fees on borrowing for investment purposes (bring statements)
- Asset purchase/sale agreements

## Offsets

- Private health insurance statement
- Dependents – name, DOB, and legal responsibilities

- Zone details – if you live in a remote area you may be eligible for an offset
- Sole parent/spouse/housekeeper/low income
- Spouse details (income, DOB etc.)
- Superannuation pension rebates
- Medical receipts
- Imputation credit information from dividend statements

## Investment property

- Body corporate fees
- Cleaning
- Capital allowance (depreciation on plant)
- Interest on loans
- Legal fees
- Property agent fees/commission
- Stationery, telephone, postage
- Sundry rental costs
- Advertising costs
- Borrowing expenses
- Council rates
- Gardening/lawn mowing
- Insurance
- Land tax
- Pest control
- Repairs and maintenance
- Capital works deductions (Building write off)
- Travel expenses
- Water charges
- Quantity surveyor's depreciation report - if available

## Other deductions

- Tax agent fees
- Superannuation if self employed
- Receipts of gifts/donations to charity
- Financing lease statements
- Income protection premiums

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