



TAX DOCUMENT CHECKLIST

Name _____ Year _____

INCOME

- PAYG SUMMARIES** Salary – Wages – Allowances – Lump sums
- PENSIONS - ANNUITIES**
- BANK INTEREST**
- SHARES - DIVIDEND STATEMENTS**
- MANAGED FUNDS/TRUST DISTRIBUTIONS TAX STATEMENT**
- CAPITAL GAINS/LOSS DETAILS**
- RENTAL PROPERTY INCOME & EXPENSES (SEE OVER)**
- OTHER INCOME** _____

WORK RELATED RECEIPTS

- MOTOR VEHICLE EXPENSES**
- UNIFORM & PROTECTIVE CLOTHING – PURCHASES, DRYCLEANING, SUN PROTECTION**
- EDUCATION / SEMINAR EXPENSES**
- TOOLS / SUBSCRIPTIONS / UNION FEES ETC**
- HOME OFFICE / COMPUTER / TELEPHONE / INTERNET**
- INCOME PROTECTION INSURANCE PREMIUMS**
- DONATIONS**
- ACCOUNTANCY/ INVESTMENT FEES ETC**
- OTHER** _____

TAX DOCUMENT CHECKLIST

TAX OFFSETS

- HEALTH FUND TAX STATEMENT
 - MEDICAL RECEIPTS (IF OOP > \$1,500)
 - SUPER CONTRIBUTIONS / SPOUSE CONTRIBUTIONS
 - OTHER
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RENTAL PROPERTY INCOME & EXPENSES

SETTLEMENT STATEMENTS (NEW PROPERTY)

AGENT'S SUMMARY

Agents Commission

Bank fees
 Body Corporate
 Borrowing expenses
 Cleaning
 Council Rates
 Depreciation Report
 Gardening/Lawns
 Insurance
 Loan Interest

Land Tax
 Legal expenses
 Pest Control
 Repairs & maintenance

Stationery, Telephone & Post
 Travel & accommodation
 Water Rates
 Sundry expenses