

Tax Preparation Checklist

This checklist will help you make sure you have everything you need for preparing your tax return.

General

- Tax File Number (TFN) and Bank account details
- Last year's Notice of Assessment
- Private Health Insurance details
- Medical receipts for expenses (if over \$2120)
- Your Spouse's details
- Any dependant's' details including name, date of birth, and legal responsibilities
 - Evidence of school expenses (primary and secondary) eg computer, textbooks etc.
 - Baby Bonus
- Location - if you live in a remote area you may be eligible for an offset
- Records of any sales/purchases of shares, property, or business

Income

- PAYG summary/ies
- Pension details/government allowances
- Bank/building society interest earned (as a bank statement)
- Dividend statements from any owned shares
- Rental property income from any investment properties
- Business income details
- Details of any other form of income earned
 - Foreign income
 - Partnership distribution
 - Lump sum payments eg termination payment

Expenses

- Any work-related expenses eg uniform, tools, fees, training/education, laundry etc.
- Any motor vehicle expenses (if no logbook, then estimation of km's travelled)
- Other travel expenses
- Investment expenses, such as bank fees, financial advisor fees etc.
 - Interest/fees for borrowing money for investment purposes
 - Asset purchases/sales agreements
- Rental property expenses for any investment properties eg rates, interest, repairs/maintenance, depreciation etc.
 - Date when you purchased property
 - Details of when property was rented
 - Loan interest statement
 - Agent fees
 - Insurance statement
- Tax agent fees
- Charitable donations