

INFORMATION TO ASSIST IN PREPARATION OF PERSONAL TAX RETURNS
2019 INCOME TAX RETURN PREPARATION CHECKLIST

NOTE - Please ensure that you provide:

- Bank account details** for direct crediting of your refund (BSB, Account no. & Account name)
- Private health insurance annual taxation statement**

A. INCOME

Income received from the following sources is required to be included in your income tax return. If you have received any income listed below, please summarise the information and bring supporting documentation to your appointment.

- Salaries or wages (PAYG Payment summaries required)
- Allowances
- Lump sum payments
- Employment termination payments
- Australian government allowances and payments eg Newstart, Youth Allowance and Austudy
- Australian government pensions and allowances
- Australian annuities and superannuation income streams
- Australian superannuation lump sum payments
- Gross interest received
- Dividends received
- Distributions from managed funds, etc.
- Capital gains from the sale of property, shares or other investments
- Rent received
- Pensions or other income received from overseas
- Income from business
- Did you receive any Employee Shares from your Employer? If so, please bring in full details.
- Details of any other income you may think is taxable (EG – Uber driving or eBay trading)

B. DEDUCTIONS

The following **expense items may** be tax deductible depending on your individual circumstances. If you have incurred any expenses in the following areas please summarise receipts that you have kept to substantiate your claims. It is recommended that receipts should be kept for a period of 5 years

(For further information in relation to various record-retention requirements that may apply see <https://www.ato.gov.au/Individuals/Income-and-deductions/In-detail/Keeping-your-tax-records/>)

- Work related car expenses (for travel other than home to work & work to home)
- Work related travel expenses - examples include – train & taxi fares
- Work related uniform, occupation specific (cannot be conventional clothing) or protective clothing (must reduce risk of injury, illness or damage to ordinary clothes caused by work)
- Work related self-education expenses related to your work– examples include student union fees, course fees (but not HECS/HELP), books, stationery, consumables and the like
- Other work related expenses – examples include union fees, seminars, subscriptions, tools, other expenses incurred by you to perform your work that have not been reimbursed by your employer. Diary record for home office usage and/or telephone calls.
- Interest and dividend deductions may include bank fees, interest paid on investment loans
- Gifts or donations to registered charities (Deductible Gift Recipients)
- Cost of managing tax affairs (including travel)
- Other deductions – for example – income protection insurance
- Personal superannuation contributions (if deduction acknowledged by your Fund)
- Expenses incurred in maintaining and earning income from your rental property (excluding travel expenses, as these are no longer deductible against rental income)
- Expenses relating to the income you may have generated from a business

C. OTHER

- Medical expenses offset – if you and your dependents have out of pocket medical expenses of more than \$2,377 for the year (threshold may increase to \$5,609 based on your income) **for disability aids, attendant care or aged care only** (Final year this offset is available).
- Income details for spouse (may be relevant for certain tax offsets and Medicare levy issues)