

# Tax Return Checklist 2011

## Individual Taxpayers



The Peak Partnership  
CHARTERED ACCOUNTANTS

Ph: +61 7 3360 9888    www.peakpartnership.com.au

|             |        |
|-------------|--------|
| CLIENT NAME | PHONE  |
| ADDRESS     | FAX    |
|             | MOBILE |
| EMAIL       |        |

INFORMATION PROVIDED    NOT APPLICABLE

### INCOME

|  |                          |                          |
|--|--------------------------|--------------------------|
| PAYG Payment Summaries from Employers, Centrelink and/or Superannuation Funds (including any Parental Leave payments)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Lump sum payments (eg. Employment Termination Payment)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Trust distribution statement, including copy of the trust's tax return   | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed fund annual tax statement and Capital Gains Tax statement  | <input type="checkbox"/> | <input type="checkbox"/> |
| Partnership distribution statement, including a copy of the partnership's tax return   | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements  | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements and term deposit statements stating interest earned  | <input type="checkbox"/> | <input type="checkbox"/> |
| Buy/sell contract notes for shares (if any shares were sold)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Buy/sell documents for personal use assets that you sold for a profit and cost you \$10,000 or more (eg. boats, clothing, white goods, furniture, sporting equipment, cameras) | <input type="checkbox"/> | <input type="checkbox"/> |
| Buy/sell documents for collectables that you sold and cost you \$500 or more (eg. artwork, jewellery, antiques, coins, stamps)   | <input type="checkbox"/> | <input type="checkbox"/> |

### WORK-RELATED DEDUCTIONS

|   |                          |                          |
|---|--------------------------|--------------------------|
| Details of depreciable assets bought during the year (eg. laptop computer)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional journals, magazines, memberships and subscriptions   | <input type="checkbox"/> | <input type="checkbox"/> |
| Receipts for self-education expenses, continuing professional development courses and seminars (may be claimable if Austudy, Abstudy or Youth Allowance received) | <input type="checkbox"/> | <input type="checkbox"/> |
| Receipts for other work-related deductions (eg. protective clothing, uniform expenses, travel)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle logbook for motor vehicle expenses (if using the logbook method) and receipts for vehicle running expenses  | <input type="checkbox"/> | <input type="checkbox"/> |

### OTHER DEDUCTIONS

|   |                          |                          |
|---|--------------------------|--------------------------|
| Receipts for donations of \$2.00 and over to registered charities     | <input type="checkbox"/> | <input type="checkbox"/> |
| Expenditure incurred to manage tax affairs (eg. tax agent's fees)     | <input type="checkbox"/> | <input type="checkbox"/> |
| Expenditure incurred in earning investment income (eg. interest paid) | <input type="checkbox"/> | <input type="checkbox"/> |
| Income protection insurance premiums                                  | <input type="checkbox"/> | <input type="checkbox"/> |

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### RENTAL PROPERTIES

|  |                          |                          |
|--|--------------------------|--------------------------|
| Annual statement from property agent (if engaging the services of an agent)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Date when property was purchased   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of depreciable assets bought or disposed of during the year  | <input type="checkbox"/> | <input type="checkbox"/> |
| Expenses incurred which are not detailed on the property agent annual statement, such as rates, water charges, land tax and insurance premiums           | <input type="checkbox"/> | <input type="checkbox"/> |
| If property is held by more than one individual, please provide details of all owners and their legal ownership percentage                               | <input type="checkbox"/> | <input type="checkbox"/> |
| If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property | <input type="checkbox"/> | <input type="checkbox"/> |
| Loan statements for property showing interest paid for the income year   | <input type="checkbox"/> | <input type="checkbox"/> |
| Period property was rented out during the income year  | <input type="checkbox"/> | <input type="checkbox"/> |
| Records detailing rental income and expenses (if not using the services of a property agent)   | <input type="checkbox"/> | <input type="checkbox"/> |

### TAX OFFSETS AND REBATES

|  |                          |                          |
|--|--------------------------|--------------------------|
| Details of any superannuation contributions for spouse   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of dependants, including their age, occupation and income  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of medical expenses where the total exceeds \$2,000 (after Medicare and private health fund rebates)         | <input type="checkbox"/> | <input type="checkbox"/> |
| Private health insurance statement (if insurance is held with your spouse, please provide a copy of their statement) | <input type="checkbox"/> | <input type="checkbox"/> |
| Expenses relating to children's education (primary and secondary)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Reportable Fringe Benefits amounts (shown on PAYG Payment Summaries) for you and/or your spouse                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Reportable Employer Superannuation Contributions (shown on PAYG Payment Summaries) for you and/or your spouse        | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax-Free Government Pensions or Benefits received by you and/or your spouse  | <input type="checkbox"/> | <input type="checkbox"/> |
| Child Support you and/or your spouse paid during the year  | <input type="checkbox"/> | <input type="checkbox"/> |

### SOLE TRADER

|  |                          |                          |
|--|--------------------------|--------------------------|
| Cashbook, including records of drawings taken before the business takings were banked          | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Business Activity Statements lodged  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of PAYG Payment Summaries for employees   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any Government grants, rebates or payments received                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for employees  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any assets purchased, including date of purchase and amount                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Payments of salaries and superannuation to associates  | <input type="checkbox"/> | <input type="checkbox"/> |
| Records from accounting software (eg. trial balance, profit and loss, balance sheet, back-ups) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statements of all liabilities of the business  | <input type="checkbox"/> | <input type="checkbox"/> |
| Notice of superannuation contributions for self-employed persons                               | <input type="checkbox"/> | <input type="checkbox"/> |

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### OTHER INFORMATION

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|   |                          |                          |
|---|--------------------------|--------------------------|
| Copies of Instalment Activity Statements lodged   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of Australian Government Disaster Recovery Payment received and/or Flood Levy Exemption Letter received from the Australian Taxation Office | <input type="checkbox"/> | <input type="checkbox"/> |
| Medicare Levy Exemption notice  | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have any doubt about any income received or expenses incurred, bring the documents with you  | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other information that you think is relevant  | <input type="checkbox"/> | <input type="checkbox"/> |

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