



2009 Individual Income Tax Return Checklist

Client Name: _____
 Email: _____
 Contact Ph: _____ Mobile: _____
 Occupation: _____

Address: _____
 Suburb: _____ Postcode _____

Bank Details for Refund Deposit
 BSB: _____ Act No: _____

Spouse: _____ DOB: _____
 Dependent Children: _____ DOB: _____
 _____ DOB: _____
 _____ DOB: _____

Income

Did you receive any income relating to:

- Salary & Wages / PAYG payment summaries / ETPs Y / N
- Centrelink PAYG payment Summary Y / N
- Aust. Government pensions and other allowances Y / N
- Other Australian pension and annuities Y / N
- Investment income including interest, dividends and/or distributions* Y / N
- Income from partnerships and/or trusts Y / N
- Capital Gain from a sale of assets* Y / N
- Foreign source income (inc. foreign pensions) Y / N
- Rental income and expenses* Y / N
- Bonuses from life assurance or friendly society policy Y / N
- Have you carried on a business this year? Y / N
- Other Income (please Specify) Y / N

_____ \$ _____
 _____ \$ _____

Please Attach Details of all income sources
 *If Yes, please complete attached sheet

Investment Income

Bank Account Interest

Bank	Act No.	Total Int.	Joint Act	Your Int.
_____	_____	\$ _____	Y / N	_____
_____	_____	\$ _____	Y / N	_____
_____	_____	\$ _____	Y / N	_____
_____	_____	\$ _____	Y / N	_____

Dividends (please provide details)

Company	Joint Act.	Unfranked Amount	Franked Amount	Tax Credit	TFN Amt.
_____	Y / N	_____	_____	_____	_____
_____	Y / N	_____	_____	_____	_____
_____	Y / N	_____	_____	_____	_____
_____	Y / N	_____	_____	_____	_____

Did you receive a distribution from a Managed Fund Y / N
 (Joint Account Y / N) (If Yes, attach annual tax statement)
 Name Of Fund _____

Capital Gains

Property or Other Assets

Purchase Cost

Date on purchase contract _____ / ____ / ____
 Settlement date purchase _____ / ____ / ____
 Stamp duty \$ _____
 Title registration \$ _____
 Legal fees to purchase \$ _____
 Improvements \$ _____

Sale Price

Date on sale contract _____ / ____ / ____
 Settlement date sale _____ / ____ / ____
 Legal fees to sell \$ _____
 Commission to sell \$ _____
 Selling costs \$ _____

Share / Investments

Name of shares _____
 Number of shares _____
 Purchase date ____ / ____ / ____ Sell date ____ / ____ / ____
 Purchase cost and brokerage \$ _____
 Sell price less brokerage \$ _____

Share / Investments

Name of shares _____
 Number of shares _____
 Purchase date ____ / ____ / ____ Sell date ____ / ____ / ____
 Purchase cost and brokerage \$ _____
 Sell price less brokerage \$ _____

Share / Investments

Name of shares _____
 Number of shares _____
 Purchase date ____ / ____ / ____ Sell date ____ / ____ / ____
 Purchase cost and brokerage \$ _____
 Sell price less brokerage \$ _____

Education Rebate

Eligible Expenditure

- Laptops, home computers & associated costs \$ _____
- Printers, USB & accessories \$ _____
- Home Internet connection & fees \$ _____
- Computer software for educational purposes \$ _____
- Antivirus, word processing software etc. \$ _____
- School textbooks & other learning material \$ _____
- Stationary \$ _____
- Prescribed tools \$ _____
- Other \$ _____

Ineligible Expenditure: School fees & uniforms, camps, tutoring costs, sporting equipment, musical instruments, school subject levies for consumables, building levies, library book fees, school photos, donations, food, transport, membership fees.

Tax Offsets / Rebates / Other

- Are you eligible for education rebate Y / N
- Did you receive the baby bonus in the 2008 year Y / N
- Do you wish to claim a spouse rebate (without dependent child) Y / N
- Did you have Private Health Insurance (If yes, please attach statement) Y / N
- Did you have Super contributions on behalf of spouse Y / N
- Are you eligible for zone (remote) rebate? Y / N
- Do you have an accumulated HELP debt Y / N
- Do you have an accumulated SFSS loan Y / N
- Do you wish to claim a 20% tax offset on net medical expenses over \$1,500 (If yes, please attach details) Y / N
- Total out of pocket medical expenses \$ _____

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Deductions

Work related car expense claims

Vehicle Type _____
 Kilometre Claim number of kms (<5,000) # _____ kms
OR
 Percentage claim for work use (Log Book) _____ %
 Interest on Loan \$ _____
 Repairs & Services \$ _____
 Loan / Lease Payments \$ _____
 Car Washes \$ _____
 Fuel \$ _____
 Other \$ _____
 Registration, insurance & RACV \$ _____

Work related travel expenses

Travel \$ _____ Car Hire \$ _____
 Accommodation \$ _____ Toll Fees \$ _____
 Meals \$ _____ Parking \$ _____
 Other \$ _____

Work related uniform & other clothing expenses

Protective Clothing \$ _____
 Uniforms \$ _____
 Protective or Non-slip Footwear \$ _____
 Gloves, Aprons, etc. \$ _____
 Laundry (up to \$150 without receipts) \$ _____
 Dry Cleaning \$ _____
 Other \$ _____

Work related self education expenses

Name of course and institution:

 Course Fees (HELP is not deductible) \$ _____
 Student Union Fees \$ _____
 Books \$ _____
 Travel \$ _____
 Stationary \$ _____
 Equipment \$ _____
 Other (please specify) _____
 _____ \$ _____
 _____ \$ _____

Deductions

Other Work Related Expenses

Power & Gas for working at home (_____ %) \$ _____
 Computer and Software expenses (_____ %) \$ _____
 Internet Charges (_____ %) \$ _____
 Telephone Home (_____ %) \$ _____
 Telephone Mobile (_____ %) \$ _____
 Stationary \$ _____
 Tools and Equipment \$ _____
 Subscriptions \$ _____
 Seminars and Short Courses \$ _____
 Journals / Periodicals \$ _____
 Sunscreen / Sunglasses / Hats \$ _____
 Union Fees \$ _____
 Accident & Sickness Insurance \$ _____
 Business Diary \$ _____
 Overtime Meals (claim against allowance) \$ _____
 Other (please specify) _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Deductions against investment income

Loan Interest \$ _____
 Travel Expense \$ _____
 Bank Fees \$ _____
 Computer Expenses \$ _____
 Books & Subscriptions \$ _____
 Investment Advice \$ _____

Other Expenses

Tax Agents Fees \$ _____
 Total Kilometres travelled for preparation of tax # _____ kms

Gifts or Donations

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Rental Income and Expenses

Property Address: _____

Suburb: _____ State: _____ Postcode: _____

Please provide the following details or complete Income

Rent \$ _____
Expenses
 Advertising \$ _____
 Agents Commission \$ _____
 Bank Charges \$ _____
 Body Corporate Fees \$ _____
 Capital Expenditure w/off Buildings \$ _____
 Council Rates \$ _____
 Depreciation Fixtures & Furniture \$ _____
 Gardening / Lawn Mowing \$ _____
 Insurance \$ _____
 Interest \$ _____
 Land Tax \$ _____
 Letting Fee \$ _____
 Repairs & Maintenance \$ _____
 Stationary & Postage \$ _____
 Telephone \$ _____
 Travel \$ _____
 Water Rates \$ _____
 Other (please list) _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Capital Expenses over \$300 (please list items, include purchase date)

_____ \$ _____
 _____ \$ _____

If a new property we require the following:

Statement of adjustments on purchase
 Loan Statements
 Stamp duty cost
 Loan establishment fee and other costs
 Registration title costs
 Legal fees on purchase
 Quantity surveyors report or list of depreciable assets