

Income Tax Return Checklist **Individuals**

So we can ensure the time spent with your Davidsons accountant is as efficient as possible, please ensure you use this checklist and bring along the relevant information.

Payment Summary

Payment summary / income statements are no longer issued, we access these through the ATO tax agent portal.

Income

- Interest income from banks and building societies
- Dividend statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds
- Other income:
 - Rental Properties
 - Business
 - Foreign Income
 - Capital Gains
 - Employee Share Schemes

Offsets & Refunds

- Health insurance and rebate entitlement statement
- IAS statements or details of PAYG instalments paid
- Spouse details including taxable and exempt income

Deductions

- Work related expenses:
 - Motor vehicle
 - Travel (fares and accommodation)
 - Uniforms/work-wear
 - Self-education and professional development
 - Union, registrations, tools, subscriptions, memberships
 - Home office hours, seminars, conferences
 - Telephone, computer, internet
 - Any other costs incurred earning income
- Donations to charities or building funds
- Superannuation acknowledgement letter
- Income protection insurance

Tax Refunds

The Tax Office no longer issues refunds by cheque so you must bring your bank account details, including the BSB and Account Number with you to your appointment.

If you have any questions prior to your appointment please contact us on 03 5221 6399 or email us at info@davidsons.com.au