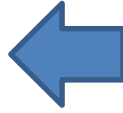


TAX RETURN CHECKLIST

Things we might already have:

- Payment Summaries from employers
- Bank Interest
- Dividends from public companies
- HELP debt
- Health insurance details



We receive some information from the ATO portal. If you have these things bring them along, but if you don't have them, wait till you have seen us before trying to get copies

Things you will need to bring:

INCOME	
	Details of any other income received.
	Private company dividends
	Managed fund tax statement
	Partnership or Trust distribution statement, including a copy of the partnership or trust tax return
	Details of foreign Income and assets
	Sold shares or Assets? – documents relating to the sale and details of purchase of the asset sold
	Rental Income – see below
	Sole Trader business – see below
	Crypto-currency transactions. (sales are subject to CGT)
EXPENSES - Work Related	
	Union Fees (receipt or bank statement entry)
	Mobile phone (bills and phone log*)
	Internet at home: (Bills and one month log*)
	Home Office: no. of hours working at home (log/diary)
	Professional Memberships/ Subs (receipt/bank statement)
	Protective Clothing/uniform (receipts)
	Tools – (receipts)
	Stationery and Computer Supplies. New computer equipment. Software/cloud storage/anti-virus (Receipts)
	Work bag/luggage/phone covers/laptop bags – (receipts)
	Sunscreen/sunglasses, if work outdoors – (receipts)
	Seminar/Conference receipts and confirm not reimbursed by employer. Travel and accommodation receipts if applic.
	Motor Vehicle: Letter from employer or employment contract requiring use of your car for work, log book or diary records, registration, insurance, repairs, carwash. Odometer reading 30 th June
	Toll records and parking (receipts)
OTHER EXPENSES	
	Donations and School Building Funds (receipts or records)
	Income Protection Insurance
	Superannuation Contributions made personally. You need an Acknowledgment from the Super Fund
	Tax agent fees paid last year (if not us)

NOTE

Please note the items in brackets are the substantiation requirements that can be requested by the Tax Office. You do not need to send them to us, but by claiming the expenses it is assumed that you have the records.

RENTAL PROPERTIES

	Annual statement from property agent
	Owners Corporation Fees
	Council Rates
	Water Rates
	Insurance
	Land Tax
	Repairs/Maintenance
	Loan statements and interest paid during year
	Capital assets bought or disposed during the year
	Depreciation schedule if you have one
	If new this year: Purchase contract and settlement statement
	Name of owners and percentage of ownership

SOLE TRADER in SMALL BUSINESS

	ABN and Business Name. (GST Registered?)
	Computer program back up on USB including Program, Version and Password
OR	If online software you may need to invite us as advisors: mail@mtelizatax.com.au You may want to organize this in advance
OR	Manual Cashbook or other records kept if not using a computer program. We need full details of all invoices issued, amounts received, all expenses paid and bills owing as at 30 June
	Summary of wages and super paid to employees and STP reconciliation.
	Value of Stock on hand as at 30 June
	Accounts Receivable and Accounts Payable at 30 /6
	Motor Vehicle Logbook and odometer reading 30 June
	Last year's figures if not prepared by us