

Tax Return Checklist

Use this list to assist you with gathering as much information as you can to provide to Hurney Partners for your end of year Taxation Returns. This information can be emailed to enquiries@hurneypartners.com.au, posted or delivered in person.

PLEASE NOTE: All refunds will be paid via EFT directly from the ATO, so please ensure you have provided Hurney Partners with your current bank account details. Individual Tax Returns will be lodged once the account is paid in full.

Income

- Pay As You Go (PAYG) Summaries
- Bank interest and fees – including term deposits
- Capital Gains Tax statements (details of any assets sold)
- Centrelink, pensions, allowance statements
- Rental income
- Foreign sourced income
- Income stream statements
- Lump sum payments, e.g. Eligible Termination
- Managed funds annual tax statement 30th June
- Partnership distribution
- Provide details of shares bought, sold and held
- Share dividend statements
- Statement for income received from life insurance payments
- Trust distribution statements

Employment income deductions

- Receipts or evidence of work-related deductions, e.g. tools, car, home office, travel, laundry, sun protection, mobile phone
- Receipts for self-education expenses e.g. fees, books, computer costs, course fees
- Union fees
- Work related uniforms – including personal protective equipment

Offsets

- Private health insurance statement
- Dependants – name, DOB, legal responsibilities
- Spouse details (income, DOB, etc)
- Superannuation pension rebates

Investment Property

- Property agent fees/commission
- Advertising costs
- Asset purchase invoices
- Body corporate fees
- Capital allowance (depreciation on plant)
- Capital works deductions (building write-offs)
- Cleaning
- Council rates
- Gardening/lawn mowing
- Improvements
- Interest/fees on borrowing for investment purposes (include statements)
- Insurance
- Land Tax
- Legal fees
- Pest Control
- Property details – purchase date, periods property was rented
- Repairs and maintenance
- Stationery, telephone, postage
- Travel Expenses
- Water Charges
- Quantity surveyor's depreciation report – if available

Other deductions

- Tax agent fees
- Receipts of gifts/donations to charity
- Income Protection Insurance policy

Other useful information

- Prior year tax losses

