BROADLEYS
FINANCIAL SERVICES

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TAX RETURN CHECKLIST

(Please feel free to make notes on these sheets and return to us or use the reference numbers when making out your own list for us. Please remember to still attach all paperwork)

PERSONAL DETAILS

1. Tax file number of individual (if new client).
2. Tax file number of spouse (if new client or new spouse).
3. Date of birth of individual (if new client).
4. Date of birth of spouse (if new client).
5. Taxable income of spouse (if tax return is not prepared by Broadleys Financial Services).
6. Home address.
7. Postal address.
8. Contact phone numbers.
9. Bank account details, including BSB, account number and whose name the account is in. This will enable any income tax refund to be directly credited to your account.

INCOME

10. PAYG payment summaries ("Group Certificates").
11. Centrelink payment summaries (eg Newstart Allowance or Parenting Payment etc)
12. Eligible termination payment summaries if you have changed or ceased permanent employment.
13. Interest received on all bank/investment accounts. Please inform if the interest received is owned individually or in joint names. Your bank can provide a financial year summary of this.
14. Dividend statements for all shares owned, either individually or in joint names.
15. Tax statements from managed fund investments.
16. Gross rental income (please provide annual statement from real estate agent).
17. Details on the sale of any shares or investments (please provide the contract notes for the sale and the original purchase of the shares).
18. Income from any trusts or partnerships that you are involved in.

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EXPENSES

19. Work related car expenses if you had to use your car while at work. Please provide a summary of kilometres travelled and the reason for the travel as well as the cost, acquisition date and type of vehicle. If you wish to claim based on actual receipts (rather than km travelled) please provide a list of all expenses incurred and a copy of your log book.
20. Please provide receipts and purpose for work related travel expenses.
21. Receipts for protective clothing and/or uniform expenses and sun protection if you mainly work outside.
22. Receipts for self-education expenses directly related to your current employment e.g. course fees, books, stationery, student union fees, child care costs, travel etc (do not include HECS payments).
23. Other work related expenses such as tools, union fees, home office expenses, work related assets purchased and sold such as a computer. You may need to apportion a private component for phones, computers etc.
24. Deductible donations.
25. Costs of tax agent/accounting affairs (if not paid to Broadleys Financial Services).
26. Rental property expenses e.g. rates, repairs, insurance, interest on loans and annual statement from real estate agent.
27. Income protection insurance.

OTHER

28. Amount of voluntary superannuation paid for yourself and/or your spouse.
29. Business income and expenses for any business activities that you had during the financial year.
30. Private health insurance statement.
31. Total medical expenses (excluding private health insurance) for the family for the year if they exceed $1,500 after allowing for any refunds received from Medicare and/or your private health fund e.g. doctor, prescriptive medications, dental, optometrist, physiotherapy etc.
32. If applicable (see 31) total medical refunds received from Medicare and/or your private health fund. You should be able to contact these respective agencies to obtain an annual summary of benefits paid.
33. Names and dates of birth of dependent children.
34. Details of the purchase or sale of any shares or investments (please provide the contract note).
35. Any paperwork received relating to restructure, capital return, takeover etc for any shares or investments.
36. Any other information you consider may be relevant.

Note: From the information supplied we will be able to commence your income tax return. In certain circumstances we may contact you for further information before finalising, Once the return is complete we will send it to you to check and if correct sign. We will then lodge the return on your behalf.