PT Partners
ACCOUNTING. STRATEGY. ADVICE.

CHECKLIST

INDIVIDUAL TAX RETURN CHECKLIST

If you are meeting with us to discuss your individual tax return, or if you are sending your records to us, this checklist will assist you in providing the relevant information and supporting documentation we need.

Please note that all of the items in this checklist may not apply to your circumstances. There may also be other issues outside of this checklist that will apply to your circumstances.

If you are a new client to PT Partners	✓
Provide a copy of your most recent lodged tax return. • If the return was prepared by another accountant and you do not have a copy, we can request one from your former accountant.	
Complete our New Client Details form • If you don't already have a copy, go to www.ptpartners.net.au/forms	
Advise us of your Bank account details • This means your BSB & Account Number, so that if you are due a refund, the ATO can pay the refund directly into your bank account.	

If you are an existing client to PT Partners	✓
Have your contact details changed? • If so, complete the "Change of Details" form at www.ptpartners.net.au/forms • Alternatively, login to the Client Zone of our website and click on Update Your Details.	
Have your bank account details changed? • If so, please advise of new BSB & Account Number, so that if you are due a refund, the ATO can pay the refund directly into your bank account.	

Income	✓
Salary & Wages • Copies of Payment Summaries. • Has your job title changed?	
Australian Government Allowances & Pensions • Annual summaries from Department of Human Services.	
Interest • Summary of interest earned.	
Dividends • Dividend statements.	
Trust Distributions • Copies of Annual Tax Summaries for Managed Investments.	
Capital Gains • Details of assets sold (shares, managed funds, real estate etc): o Purchase details (contracts, settlement statements, other purchase costs). o Sale details (contracts, settlement statements, other sale costs).	
Rent • Details of income & expenditure (refer to Rental Property Checklist for details).	

Deductions	✓
Work related car expenses • Details of Car (make, model, date purchased, cost, registration number, engine capacity), and • Log book details and relevant expenditure (fuel, registration, insurance, repairs etc), or • Work related kilometres travelled.	
Work related travel expenses • Other work related travel expenses (air, bus, train, tram, tolls, parking, car hire).	
Work related uniform and laundry • Protective clothing. • Compulsory uniform (non-conventional clothing strictly enforced by employer). • Non compulsory uniform (registered logo with AusIndustry). • Occupation specific clothing (e.g. Nurses, Doctors, Chefsc.). • Laundry expenditure.	
Work related self education • Education expenses incurred to gain a formal qualification from a school, college, university or other place of education: o Tuition fees. o Travel costs (both domestic and international). o Textbooks, stationery, student union fees, electronic devices.	
Other work related expenses • Professional memberships, union fees etc. • Seminar, conference or education workshop expenses. • Overtime meal costs. • Tools and equipment, electronic devices, professional libraries etc . • Home office expenses (phone, internet etc).	
Interest and Dividend deductions • Details of expenses incurred in earning interest and dividend income (e.g. interest on borrowings, broker fees etc).	
Gifts or Donations • Details of donations of $2 or more.	
Tax related expenses • Payments to tax agents. • Kilometres travelled to obtain tax advice from tax agents.	
Other Deductions • Income protection insurance premiums.	

Tax Offsets/Medicare/Spouse Details	✓
Private health insurance • Copy of annual statement for private health insurer.	
Spouse Details • Where PT Partners is not engaged to prepare your spouse’s tax return: o Name and Date of Birth. o Their taxable income.	

Business Items	✓
Business Details • Business name. • Description of business activity.	
Business Activity • Summary of income and expenses for the financial year. • Accounting software file containing this information (if you used accounting software)	