2017 PERSONAL INCOME TAX RETURN CHECKLIST

ACCRUE
CLEAR DECISIVE PROVEN

We have provided you with this checklist to assist in gathering all your information for us to complete the 30 June 2017 income tax return.

Please return the completed checklist with the required information to our office.

Information Required	Information Provided	Not Applicable
INCOME		
PAYG Payment Summary from Employers: Include ETP's, Payment Summaries from Centrelink and Superannuation Pensions	☐	☐
Interest Received: Provide details of the financial institution including the account name, number and total TFN deducted	☐	☐
Dividends received: Copies of dividend advice – include dividends re-invested as DRPs	☐	☐
Trust & Partnership Distributions (including managed funds): Provide copies of trust and partnership annual 2017 taxation summary statements	☐	☐
Capital Gains/Losses: If you have made Capital Gains or Losses on Property, Shares or Other Investments (Australia & Overseas) please provide the contract and settlement statements for all **purchases** & **sales** (include all associated costs, eg., legal costs, agent's commissions) **Have you sold your main residence during 2017?** Yes ☐ No ☐ **Have you sold any pre-CGT assets (purchased pre- 20 Sept 1985) during 2017?** Yes ☐ No ☐	☐	☐
Foreign Income: Details of overseas income (eg wages, interest, pensions, rental income and other – include any tax paid)	☐	☐
Other Income: eg. Primary Production (including stock on hand as at 30 June), business income, foreign exchange gains & shares from employee share schemes.	☐	☐
RENTAL PROPERTY: *For each rental property, please provide:*		
Properties purchased/sold during the year:		
- Copy of purchase contract	☐	☐
- Copy of settlement statement, including depreciation schedule & details of construction costs for depreciation purposes (quantity surveyor's tax depreciation report – if applicable).	☐	☐
- Copy of Bank Finance Confirmation	☐	☐
- Stamp Duty	☐	☐
- Legal Fees	☐	☐
- Agent's Commission	☐	☐
- Borrowing Costs/Discharge Fees	☐	☐
Current Year Information:		
- Property address : _____		
- Date first available for rent during the 2017 year (1/7/16–30/6/17) ___/___/____		
- Date last available for rent ___/___/____		
- Gross Rents received & Other reimbursements	☐	☐
- Bank Loan Statements (include every page for the 2017 financial year)	☐	☐
- Property Agent Annual Summary	☐	☐
- Rates & Land Tax	☐	☐
- Other Expenses such as Advertising, Cleaning, Gardening, Insurance, Interest on Loans, Pest Control, Inspection Fees, Body Corporate, etc.	☐	☐
- Repairs & Maintenance (Please provide details of all costs of repairs)	☐	☐
- Travel Expenses for inspections: Km's Travelled _____ **km**		
- **Furniture & Fixtures Purchased or Sold**: (Please provide details of expenditure including date of purchase & cost/proceeds of asset)	☐	☐
If you require a detailed summary of depreciation entitlements, please contact our office.		

Information Required	Information Provided	Not Applicable
DEDUCTIONS		
Motor Vehicle Expenses: *If the motor vehicle was purchased during the year, please provide documents to support the purchase price and finance (if applicable).* Registration $_____ Insurance $_____ Fuel $_____ Repairs $_____ Leasing expenses $_____	☐	☐
Please provide a copy of your logbook if applicable. ***Note:*** *Logbooks completed from the 2012/2013 year or later, can be used in the 2016/2017 year.* ***A logbook is only valid for 5 years.***	☐	☐
Alternatively, please provide the number of business km's travelled during the year: Km's Travelled _____ **km**	☐	☐
Travel Expenses: Provide a summary of expenditure incurred	☐	☐
Uniform/Protective Clothing, Laundry & Dry Cleaning: Provide a summary of expenditure incurred.	☐	☐
Self-Education: e.g. Depreciation of computer (apportioned), text books, student union fees, course fees, stationery & travel expenses. You cannot claim contributions or repayments that are made under HECS-HELP, FEE-HELP, OS-HELP or SFSS.	☐	☐
Other Work Expenses: eg. Union fees, subscriptions, home office, computer expenses, mobile phone, tools, books, journals, seminars, sun protection products.	☐	☐
Dividend & Interest Expenses: eg. Bank charges, fees for investment advice, interest on borrowings for investments & investment related subscriptions. *Note: These deductions can only be claimed if dividend/interest income is declared*	☐	☐
Donations: Please provide receipts of donations made.	☐	☐
Tax Agent/Accounting Fees (in addition to Accrue tax preparation fees).	☐	☐
Other Deductions: eg Premiums for Income Protection, Sickness & Accident Cover (please provide annual statement from the insurer)	☐	☐
SUPERANNUATION CONTRIBUTIONS		
Details of non-employer superannuation contributions made to your super fund between 1 July 2016 and 30 June 2017. • Contributions which you are claiming a deduction for $_____ *Please provide a copy of the Acknowledgement from your super fund*	☐	☐
• Contributions you made to receive the government co-contribution $_____ *Please provide a copy of your super fund annual member's statement for the 2017 year*	☐	☐
TAX OFFSETS/REBATES		
Medical Expenses: The net medical expenses tax offset has been phased out, with 2015 being the final year the offset could be claimed for total net medical expenses. The offset however, continues to be available for out-of-pocket medical expenses relating to disability, attendant care or aged care until 1 July 2019.		

Family status	Adjusted Taxable Income threshold	What can you claim?
Single (single at 30 June 2017 and no dependent children)	$90,000 or less	20% of net medical expenses over $2,299
	above $90,000	10% of net medical expenses over $5,423
Family (with a spouse at 30 June 2017, or dependent children at any time during the year, or both)	$180,000* or less	20% of net medical expenses over $2,299
	above $180,000*	10% of net medical expenses over $5,423
* plus $1,500 for each dependent child after the first.		

Net medical expenses (including pharmaceuticals) over your relevant threshold as above (after refunds from Medicare & Health Funds) for yourself, spouse, children under 21, and dependent children under 25.	☐	☐

Information Required	Information Provided	Not Applicable
Spouse Superannuation: Contributions on behalf of non-working or low income spouse.	☐	☐
SPOUSE DETAILS – Married or De Facto: **YOU MUST INCLUDE YOUR SPOUSE'S INCOME DETAILS IN YOUR TAX RETURN.** If we do not prepare your spouse's tax return please advise the following: *Spouse Full Name* _____ *Date of Birth* _____ *2017 Taxable Income* _____ *2017 Reportable Super Contributions* _____ *2017 Reportable Fringe Benefits* _____ *Net Investment Loss* _____ Was this person your spouse for the entire financial year? Yes ☐ No ☐	☐	☐
PRIVATE HEALTH INSURANCE: • Please provide a copy of your 2017 Annual Private Health Insurance Statement issued by your Health Fund, including details of the number of adults and dependent children covered by the policy at the time the premium was paid.	☐	☐
• If your spouse holds a different health insurance policy, please provide a copy of their 2017 Annual Private Health Insurance Statement	☐	☐
OTHER ITEMS		
Number of dependent children under 21, and/or children who were dependent full-time students under 25 in 2017? _____	☐	☐
Did you receive a tax free government pension? (please provide details)	☐	☐
Did you pay or receive any child support? (please provide details)	☐	☐

THE ATO WILL NO LONGER ISSUE REFUNDS VIA CHEQUE. PLEASE PROVIDE EFT DETAILS TO ENABLE YOUR REFUND TO BE PROCESSED.

BSB: _____ Account No._____

Account Name:_____