



**KATHY NEVILLE**  
**ACCOUNTING & TAX SOLUTIONS**

**2014 Individual Tax Return Information Checklist**

Name of Taxpayer: \_\_\_\_\_

Address or email: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Item	Information Required	YES	NO	COMMENTS
<b><u>INCOME</u></b>				
1	PAYG summaries from Employers, Centrelink, Superannuation Funds or Foreign Employer Group Certificates (if resident of Australia)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Other income such as non-cash benefits, other payments received (eg share employee plans, honorariums etc)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Lump sum payments (for example, Employment Termination Payment or Superfund Termination Statement or Redundancies payouts from a non-approved scheme)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Trust distributions, including copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>	
5	Managed fund annual tax statement and capital gains tax statement	<input type="checkbox"/>	<input type="checkbox"/>	
6	Partnership distribution statement and a copy of the partnership's tax return	<input type="checkbox"/>	<input type="checkbox"/>	
7	Dividend statements including details of shares reinvested and disposed of	<input type="checkbox"/>	<input type="checkbox"/>	
8	Interest earned on Bank Accounts (including trustee accounts)	<input type="checkbox"/>	<input type="checkbox"/>	
9	Details of Foreign Income (including foreign pensions, employment income & exps and foreign assets)	<input type="checkbox"/>	<input type="checkbox"/>	
10	Term deposit statements detailing interest earned (including trustee accounts)	<input type="checkbox"/>	<input type="checkbox"/>	
11	Disposal of any real estate, personal assets, shares, business assets	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>WORK RELATED EXPENSE DEDUCTIONS</u></b>				
12	Details of equipment and assets over \$300 bought during the year (eg. tools). If assets purchased in previous years, supply depreciation schedules from prior years or advise cost and purchase date of assets	<input type="checkbox"/>	<input type="checkbox"/>	
13	Supply work related uniforms & protective clothing including cost of clothing, repairs and laundry of occupation specific clothing, protective clothing or boots & corporate wardrobe.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Union fees. Memberships and registrations, professional journals / magazines and membership subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	
15	Work related motor vehicle expenses (if under 5000kms estimate work kilometres travelled and if over 5000kms supply log book bus. % and fuel, repairs, regn/ins and acquisition costs of vehicle (including finance documents)	<input type="checkbox"/>	<input type="checkbox"/>	
16	Receipts for self-education expenses if related to employment (include course fees, books, stationery, internet & computer expenses, asset purchases and hours worked)	<input type="checkbox"/>	<input type="checkbox"/>	
17	Receipts for conferences/seminars and related travel expenses (such as meals, accomodation, transport costs, mileage in own vehicle). Where a meal allowance has been given, advise if actual expenses were incurred and cost.	<input type="checkbox"/>	<input type="checkbox"/>	
18	Work-related such as tools and equipment, sun protection expenses, telephone & internet (1 month diary usage required as this is an audit focus), computer consumables, home electricity and other direct expenses incurred	<input type="checkbox"/>	<input type="checkbox"/>	



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<b><u>OTHER DEDUCTIONS</u></b>				
19	Receipts for donations of \$2 and over to registered charities or political party memberships	<input type="checkbox"/>	<input type="checkbox"/>	
20	Expenditure incurred in managing tax affairs (ATO interest paid, tax agent's fees and travel costs)	<input type="checkbox"/>	<input type="checkbox"/>	
21	Expenditure incurred in earning investment income (bank fees, brokerage fees)	<input type="checkbox"/>	<input type="checkbox"/>	
22	Self Employed Superannuation Deduction (confirmation letter from Super Fund required)	<input type="checkbox"/>	<input type="checkbox"/>	
23	Income protection insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>OFFSETS/REBATES</u></b>				
24	<b><u>Changes to Tax Offsets in 2014 are 1) ETP offset for taxable ETP components is limited to the smallest of either the ETP cap of \$175,000 or \$180,000 reduced by non ETP taxable income . 2) Mature Offset is only available to those born before 1 July 1957 with taxable income under \$63,000 and 3) dependant spouses born before 1 July 1952 with ATI of \$10166 and your ATI is less than \$150,000</u></b>			
25	Details of any superannuation contributions for spouse	<input type="checkbox"/>	<input type="checkbox"/>	
26	Details of dependants, including their age, occupation and income and days in remote zones. (eg Mt Isa, Hughenden, Richmond)	<input type="checkbox"/>	<input type="checkbox"/>	
27	Medical Expenses Rebate is only available if taxpayer's claimed in 2013 or paid for disability aids, aged care or attendant assistance. ATI Thresholds are for singles (with ATI \$88000 or less-20% of net medical exps over \$2162 or 10% over \$5100 above \$88,000) and Family \$176,000 or less 20% of net medical expenses over \$2162 or 10% over \$51000 above \$176,000. Provide Medicare and Health fund annual benefit summaries and scripts, dental, medical, optical & other medical expenses not included in these. Excludes medical expenses for cosmetic purposes and non-scripted medications.	<input type="checkbox"/>	<input type="checkbox"/>	
28	Private health insurance 2014 tax statement for each partner (should include 2 periods - 1 to 31/3/14 and then 1 to 30/6/14). If paying child support and child is not covered by Private Health Insurance by either mother or father, then medicare surcharges may apply.	<input type="checkbox"/>	<input type="checkbox"/>	
29	Details of spouses taxable income, losses from investments and rental properties, child support payments and fringe benefits including superannuation salary sacrificed and exempt income	<input type="checkbox"/>	<input type="checkbox"/>	



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<b><u>RENTAL PROPERTY SCHEDULE</u></b>				
30	Rental income received or annual statement from property agent (if a real estate agent or other manager was engaged to collect rent)	<input type="checkbox"/>	<input type="checkbox"/>	
31	Expenses incurred including council rates and water charges, land taxes, insurance costs, repairs, cleaning and other consumables,	<input type="checkbox"/>	<input type="checkbox"/>	
32	If property is held by more than one individual, details of owners and percentage ownership	<input type="checkbox"/>	<input type="checkbox"/>	
33	If property was acquired or disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property including solicitors settlement statements and contracts, finance documents	<input type="checkbox"/>	<input type="checkbox"/>	
34	Depreciation schedules for rental property assets and building costs for rental properties built after 1 July 1985.	<input type="checkbox"/>	<input type="checkbox"/>	
35	Loan statements for property, showing interest paid for the income year or for the period rented out during the year	<input type="checkbox"/>	<input type="checkbox"/>	
36	Period property was rented out during the income year, and number of weeks available	<input type="checkbox"/>	<input type="checkbox"/>	
37	Travel costs incurred for rental property matters if travel was predominately for rental business	<input type="checkbox"/>	<input type="checkbox"/>	
38	Records of improvements, repairs and new assets purchased (provide receipts or dates and costs incurred)	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>BUSINESS SCHEDULE – supply computer data files (&amp; passwords)</u></b>				
39	Records of income received such as invoices to customers, bank statements, cashbooks (include those received but not banked,,government grantsand rebates and other income)	<input type="checkbox"/>	<input type="checkbox"/>	
40	Expenses incurred in the business including those paid by credit card, from cash expenses, and from personal and business bank accounts	<input type="checkbox"/>	<input type="checkbox"/>	
41	Copies of BAS's lodged, including supporting calculations	<input type="checkbox"/>	<input type="checkbox"/>	
42	Copies of PAYG summaries for employees and associates	<input type="checkbox"/>	<input type="checkbox"/>	
43	Details of superannuation contributions for employees or self employed persons	<input type="checkbox"/>	<input type="checkbox"/>	
44	Assets of the business including asset purchases, debtors, cash on hand	<input type="checkbox"/>	<input type="checkbox"/>	
45	Liabilities of the business including loans, creditors owed, unearned income	<input type="checkbox"/>	<input type="checkbox"/>	
46	Disposal of business assets including date of sale/scraping, proceeds,	<input type="checkbox"/>	<input type="checkbox"/>	

