



INVESTORS TAX RETURN CHECKLIST

1. GENERAL ITEMS:

- Copy of your last lodged tax return.
- Spouse details (Name, date of birth, taxable income).
- Children's details (Name, date of birth, TFN).
- Private health insurance statement, Statement of benefits received (including Medicare).

2. INCOME:

- PAYG summaries (group certificate).
- Pensions or allowances (including Super Pension and Centrelink).
- Interest earned.
- Dividends received (including dividend reinvestments).

3. WORK RELATED EXPENSE CLAIM RECEIPTS:

- Motor vehicle: log book with fuel, registration, insurance & servicing receipts. Or estimate of kilometers traveled (excluding travel from home to work).
- Travel: receipts for travel, accommodation and meals incurred on business trips.
- Uniform: receipts for prescribed uniforms, dry cleaning, or protective wear.
- General: union fees, professional memberships, tools or office equipment and stationery.
- Donations: receipts for gifts to charitable organisations (excludes the purchase of raffle tickets).
- Tax affairs: accountant fees, financial advisor fees.

4. SHARE PORTFOLIO INVESTMENTS:

- Details of any sale or purchase of shares (i.e. buy and sell contracts), as well as any reinvestments or documentation of other events that have occurred during your period of ownership.
- Statement of shares held at 30-June.
- All Buy & Sell contracts, or transaction listing from share trading platform, i.e. Commsec, E*Trade, etc. (Must show date, number of shares, price & brokerage).
- Dividend statements (including when reinvested).

5. RENTAL PROPERTY INVESTMENTS:

- Real estate End of Financial Year Income & Expenses statement for each property (NOT a combined statement).
- Water rates, council rates, body corporate fees and insurance receipts.
- Interest on loans and bank fees.

- Receipts for any repair or maintenance work.
- Receipts for replacement items (i.e. hot water system) or capital works (i.e. fencing, re-roofing or installation of new kitchen joinery).
- For new properties purchased: settlement statements, legal costs, loan establishment costs & depreciation reports.
- For properties sold: settlement statements & legal costs.

IMPORTANT NOTE:

All documentation used to complete your return must be kept with a copy of the completed return for a period of five (5) years after the date of assessment (as per notice from the ATO).

If they relate to an investment or other asset you still own, documentation must be kept until five (5) years after you sell or dispose of the investment or asset (i.e. if you own something for 10 years then you keep the documentation for 15 years in total).