Income Tax Return Information Checklist for Individuals
For the Year Ended 30 June 2008

Client Names: [Name 1, Name 2, Name 3]
Client Manager: [Client Manager Name]

1.	Details of any changes in residential/postal/email addresses, occupation, phone or fax numbers	☐
2.	PAYG Payment Summaries (salary & wage income) - all PAYG payment summaries (group certificates) received including superannuation and termination of employment details	☐
3.	Details of other earnings - e.g. allowances, benefits, director's fees, commissions, tips and any other income, including payments received under sickness and accident insurance policies, Australian annuities and superannuation or other pensions	☐
4.	Pensions and other benefits received - details of Newstart, Sickness Allowance, Exceptional Circumstances Relief payments, Austudy or other education allowances - details of pensions or other benefits and allowances received from the Australian Government - details of exempt pensions received	☐
5.	Interest received - details of ALL bank accounts operated and the name/s in which the account/s is/are operated - details of any tax deducted from gross interest earned - details of bank charges on interest-bearing accounts	☐
6.	Dividends received - please provide all dividend notices supplied by companies - additionally, if you have participated in any dividend reinvestment schemes or received bonus shares, please provide full details of same - details of any tax deducted from gross dividends earned	☐
7.	Partnerships and trusts - full details of distributions received from any trust and/or partnership - a list of expenses incurred in deriving these distributions, e.g. travel to accountant, investment materials purchased	☐
8.	Publicly listed and investment trusts - please provide copies of Annual Tax Statements detailing the taxable components of distributions received from each fund	☐
9.	Details of any SHARES OR OTHER ASSETS ACQUIRED OR SOLD during the financial year - this includes any real estate, shares or instalment receipts, unit trust investments, plant and equipment, motor vehicles, etc. - please include all contracts, solicitors' correspondence, commissions & fees paid - if an existing asset was traded in, scrapped, or otherwise disposed of during the year, please include a full description, details of the transaction date and details of trade-in or sale proceeds received - where assets were purchased subsequent to 19/9/85 please include details of the purchase date and cost	☐
10.	Details of any foreign employment, pensions, interest, dividends or distributions, and associated tax credits	☐
11.	Rental property details - see separate checklist	☐

12.	Details of any employment-related expenses and documentation supporting these expenses. In particular: (a) motor vehicle expenses - if <5000 business kilometres - estimate of kilometres travelled and engine capacity of vehicle - if >5000 business kilometres - full details of fuel & oil, repairs & maintenance and registration and insurance for EACH vehicle used in relation to work - log book (if maintained) - ensure that log books are no older than 5 years and are properly maintained - date of journey - odometer reading at beginning and end of journey - purpose of journey - odometer readings at 1 July 2007 and 30 June 2008 - ensure log books are properly maintained and no older than 5 years - if no log book maintained then provide full details of vehicles concerned including date of purchase, full cost of purchase, make, model and engine capacity (b) travel expenses - details of airfares, accommodation, meals and taxi fares and advise purpose of trip (include itinerary, if available) (c) uniforms, protective clothing and laundry expenses (d) self-education expenses - include details of connection with current employment (e) other expenses (e.g. trade or business tools, sun protection products for outdoor workers, journals and/or subscriptions, union fees, home office expenses, accident and sickness insurance premiums, seminars)	☐ ☐ ☐ ☐ ☐
13.	Gifts or donations $2 and over including receipts for same - to public institutions and school building funds - provide name of institution or school and amount gifted or donated - to registered political parties - provide details of all donations and subscriptions made	☐
14.	Interest and dividend deductions - details of interest and other charges paid on loans relating to interest and dividend-bearing investments	☐
15.	(a) Spouse without dependent children - details of spouse's separate net income and details of all expenses incurred in earning that income (b) Spouse with dependent children (if a Family Tax Benefit claim has not already been made through Centrelink for the 2008 year) - details of spouse's name, tax file number and date of birth - details of spouse's adjusted taxable income, and details of maintenance income and expenditure - details of each child's name, sex and date of birth, whether the child is studying or working, and your care percentage for each child	☐ ☐
16.	Zone rebate - record of time spent during 2007/08 in remote locations	☐
17.	Non-employer sponsored/personal superannuation contributions - full details should be provided including the name of the fund, your member account number, and the amount contributed - for 2007/08 you may be entitled to a tax rebate for superannuation contributions for your non-working or low income earning spouse	☐
18.	Details of net medical expenses incurred (if they exceed $1,500). . - full details of expenditure on medical, dental and chemist etc. - full details of health insurance and Medicare refunds received **Note**: This information can be downloaded from www.medicareaustralia.gov.au/online	☐

19.	HECS/HELP details - HECS/HELP account debt details received from the Australian Taxation Office - dates and amounts of any voluntary repayments	☐
20.	Private health insurance - copy of private health insurance statement for 2007/08 detailing insurance cover held by/covering you, your spouse and your dependent children	☐
21.	Child care tax rebate If you have incurred out-of-pocket expenses on approved child care, you may be eligible to claim the 30% child care tax rebate for your 2007 financial year child care expenses in your 2008 income tax return. To enable us to claim the rebate in your return, please forward copies of the following: - a summary statement of the expenses paid and each child's enrolment period dates, supplied by your child care provider - receipts, cheque butts, credit card statements or bank statements, and - your letter from the Family Assistance Office that includes 'Information about claiming the new 30% child care tax rebate for your 2007/08 tax return	☐
22.	Any other information you consider relevant.	☐
23.	Copies of Business Activity Statements/Instalment Activity Statements lodged personally during the year.	☐

<u>IMPORTANT NOTE: SPOUSE INCOME</u>

Please ensure you have full details of your spouse's (married or de facto) taxable income for 2007/08. This is required for a number of reasons, including for calculating your Medicare Levy liability, and for determining your eligibility for certain tax rebates.

Authorisation:

I/We have completed the checklist in full and have provided all required information.

To:___________________________(firm name)

I/We hereby authorise you to prepare our Income Taxation Returns for the ______ year. I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with our banks, finance companies, the Australian Taxation Office, and other third parties to obtain such information as you require in order to carry out the above assignment.

Signature ………………………………………Date ………………………………………

Signature ………………………………………Date ………………………………………