

# tax return checklist | 2008

## 2008 Individual Tax Return

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

Address: \_\_\_\_\_

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

Information Required	Information Provided	Not Applicable
<b>Income</b>	<input type="checkbox"/>	<input type="checkbox"/>
PAYG summaries from employers, Centrelink and/or superannuation funds	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (for example, Employment Termination Payment)	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement, including copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Managed fund annual tax statement and capital gains tax statement	<input type="checkbox"/>	<input type="checkbox"/>
Partnership distribution statement, including a copy of the partnership's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements detailing interest earned	<input type="checkbox"/>	<input type="checkbox"/>
Term deposit statements detailing interest earned	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contract notes for shares (if any shares were sold)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work-related Deductions</b>	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought during the year (for example, laptops)	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals / magazines	<input type="checkbox"/>	<input type="checkbox"/>
Professional memberships / subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for continuing professional development courses and seminars	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for self-education expenses if related to employment	<input type="checkbox"/>	<input type="checkbox"/>
Receipts or evidence of work-related deductions, such as protective clothing, uniform expenses and travel expenses	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle log book for motor vehicle expenses	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
<b>Other Deductions</b> Receipts for donations of \$2 and over to registered charities Expenditure incurred in managing tax affairs (for example, tax agent's fees) Expenditure incurred in earning investment income (for example, brokerage fees) Income protection insurance premiums	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Rental Property</b> Annual statement from property agent (if engaging the services of an agent) Date when property was purchased Details of depreciable assets bought or scrapped during the year Expenses incurred which are not detailed on the property agent annual statement, such as water charges, land taxes and insurance premiums If property is held by more than one individual, please provide details of owners and their legal ownership percentage If property was disposed off during the income year, information relating to dates and costs associated with the acquisition and disposal of the property Loan statements for property, showing interest paid for the income year Period property was rented out during the income year Records detailing rental income (if not engaging the services of an agent) Records of expenses relating to the property (if not engaging the services of an agent)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Offsets / Rebates</b> Details of any superannuation contributions for spouse Details of dependants, including their age, occupation and income Details of medical expenses where the total exceeds \$1,500 (after Medicare and private health fund rebates) Private health insurance statement (if insurance is held with your partner, please state who is the primary holder and provide the age of your partner)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>If Operating as a Sole Trader</b> Cashbook, which includes records of drawings taken before the business takings are banked Copies of BASs lodged Copies of PAYG summaries for employees Details of any Government grants, rebates or payments received Details of superannuation contributions for employees Payments of salaries and superannuation to associates Records from accounting software (for examples, trial balance, P&L and balance sheet) Statements of all liabilities of the business Superannuation contributions for self-employed persons	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information Required	Information Provided	Not Applicable
<b>Other Information</b>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of IASs lodged	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses you've received or incurred, bring the documents with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>



<b>Information Required</b>	<b>Information Provided</b>	<b>Not Applicable</b>
<b>Contributions Received</b>	<input type="checkbox"/>	<input type="checkbox"/>
Records of all employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any undeducted personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions where no TFN was quoted	<input type="checkbox"/>	<input type="checkbox"/>
Written notices from members stating intention to claim deductions for their personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement notices by trustee to members, confirming receipt of notices for personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rollovers</b>	<input type="checkbox"/>	<input type="checkbox"/>
Details of rollovers into the fund	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance Policies</b>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of annual life insurance statements provided for members	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits Paid</b>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Information</b>	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report for the previous financial year and record of audit fees	<input type="checkbox"/>	<input type="checkbox"/>
Copies of IASs and/or BASs lodged	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of meetings	<input type="checkbox"/>	<input type="checkbox"/>
Copies of trustee declarations for any new trustees, or directors of corporate trustees	<input type="checkbox"/>	<input type="checkbox"/>
Copy of investment strategy	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members as at 30 June 2008	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses you've received or incurred, bring the documents with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>

# 2008 Company, Trust or Partnership Tax Return Checklist

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Information Required	Information Provided	Not Applicable
<b>Income</b>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting information, including trial balance, P&L and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought, sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook (if maintained)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income, such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investments sold	<input type="checkbox"/>	<input type="checkbox"/>
Details of any subsidies, grants and payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest and repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Details of proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Deductions</b>	<input type="checkbox"/>	<input type="checkbox"/>
Details of advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of bad debts actually written off during the year (please provide documentary evidence)	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses and commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
Details of bonuses paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs for new loans entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of directors' fees	<input type="checkbox"/>	<input type="checkbox"/>
Details of donations of \$2 and over to registered charities	<input type="checkbox"/>	<input type="checkbox"/>
Details of entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Details of expenses associated with establishing, expanding, merging or liquidating the entity, which were incurred during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of fringe benefits tax paid (please provide FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest on loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of lease expenses for motor vehicles, premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Details of legal expenses	<input type="checkbox"/>	<input type="checkbox"/>



Information Required	Information Provided	Not Applicable
<b>Additional Information – Company</b> Auditor’s report (if applicable) Copies of all BASs or IASs lodged for the year Copies of minutes of company meetings If you have any doubt about any income or expenses the company has received or incurred, bring the documents with you Any other information that you think is relevant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Additional Information – Trust</b> Copies of all BASs or IASs lodged for the year Copies of minutes of trust meetings, in particular distribution resolutions Copy of trust deed, if not already supplied Details of any units redeemed or issued during the year Details of any unpaid present entitlements to beneficiaries If trust was resettled during the year, please provide details If you have any doubt about any income or expenses the trust has received or incurred, bring the documents with you	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Additional Information – Partnership</b> Copies of all BASs or IASs lodged for the year Copies of minutes of partnership meetings Copy of partnership agreement If the partnership was (re)structured during the year, please provide details If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents with you	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Important: This is not advice. Clients should not act solely on the basis of the material contained in this Bulletin. Items herein are general comments only and do not constitute or convey advice per se. Also changes in legislation may occur quickly. We therefore recommend that our formal advice be sought before acting in any of the areas. The Bulletin is issued as a helpful guide to clients and for their private information. Therefore it should be regarded as confidential and not be made available to any person without our prior approval.