2019 Individual Tax Return Checklist



Your Full Name:		Date:	
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Below is a Checklist of information we will require from you in order to attend to the preparation of your Individual Income Tax Return. Please take the time to complete this Checklist as it is a very important part of the accounting process. It helps you:

• Identify and provide the information we need to prepare your return, helping to ensure compliance & minimise your tax,

 Identify and provide the information we need to prepare your return, neighing to ensure compliance & minimise your tax, Minimise the queries from us during the process helping to keep the cost down, and Ultimately ensure we can complete your return efficiently and within our agreed timeframe and expected fee. 							
PLEASE NOTE: If there is relevant information you are unable to provide at this time, it could result in a delay in the processing of your return and could result in us having to spend more time doing so than is optimal. This could also therefore potentially result in an increased fee than might otherwise be the case. So please do your best to provide all relevant information upfront wherever possible.							
Update of Contact Details							
To ensure that our records are up to date, please provide us with any changes to the following details: **Please print clearly**							
If your Name has changed, please provide details:							
Residential Address:							
Postal Address: If not the same as residential address							
Email:							
Work Phone / Home Phone:			,				
Mobile Phone:			,				
Marital Status:	Has this changed	from last year? \	res / No				
Spouse's Name & DOB:			,				
Dependants' Name(s) & DOB(s):							
Occupation:							
Bank Account Details (for Refund):	ank Account Details (for Refund): BSB: Account No:						
First Time Income Tax Returns		Enclosed	N/A				
If we are preparing your return for the first time, please provide a copy of your last lodged return.							
Salary & Wages, Allowances, Lump Sums & ETPs, Government & Super Incomes		Enclosed	N/A				
Please provide copies of all Payment Summaries or advise if your Single Touch Payroll (STP) has been lodged by your employer and other documentation received regarding Salary & Wages, Allowances, Lump Sums & ETPs, Government & Super income payments.							
Interest Income		Enclosed	N/A				
Please provide a summary of Interest income received including any tax withheld.							

Dividend and Trust (incl. Managed Funds) Income		N/A
Please provide copies of all Dividend and Trust (Managed Fund) Distribution Statements or your Financial Administrators Tax Summary Reports.		
Rental Income		N/A
Please provide details of all income and expenses (The best way to do so, ensuring nothing is missed, is to complete our Rental Property Tax Checklist available from the "Advice Centre" at www.capitalg.com.au.		
Investment / Asset Sales (including Shares & Property)	Enclosed	N/A
For each investment and/or asset disposal (including your Home if it has been used for income producing purposes in the past), please provide the following details and documentation: • Purchase Date • Purchase Cost (plus costs of Additions and Improvements if relevant) • Sale Date • Sale Proceeds / Price • Sale costs (costs associated with the sale of the property) • Interest costs (statements for the period when first purchased to sale date) • For rental properties, Depreciation reports along with deductions that have been claimed in previous years in relation to the depreciation and interest expense for the property) • For investments subject to Mergers and other Corporate Restructures please provide full details and documentation (ie. Correspondence from the Company) • For properties, please provide the Offer & Acceptance and Settlement Statement at both Acquisition and Disposal. • Capital losses carried forward from previous years		
Cryptocurrency	Enclosed	N/A
Did you invest during the year in relation to cryptocurrency? Or hold cryptocurrency from prior years. If yes to either, please provide the following details; • The date of the transactions • The value at the time of the transaction/s • What the transaction was for and who the other party was (even if it's their cryptocurrency address) Please ensure you have the following records; • Costs associated with managing your investments • Exchange records • Digital wallet records and keys		
Work Related Car Expenses	Enclosed	N/A
Please provide details of your work use of your motor vehicle as well as work kilometres travelled and expenses incurred (The best way to do so, ensuring nothing is missed, is to complete our Motor Vehicle Tax Deduction Checklist available from the "Advice Centre" at www.capitalq.com.au .		
Other Work-Related Expenses	Enclosed	N/A
Please provide a summary of any other work-related expenses you may have incurred including – • Travel • Uniform, Protective Clothing, Laundry • Self-Education • Home office • Computer • Telephone / Mobile • Subscriptions & Union Fees • Other, please specify		

Other Deductions	Enclosed	N/A
 Please provide a summary of any other deductible expenses you may have incurred including – Donations (please provide information on the types of donations made, or receipts) Cost of managing tax affairs (if not CapitalQ) Personal superannuation contributions Expenses relating to investments (including interest and administration costs) Income Protection Insurance (outside of Superannuation) Tax losses carried forward from previous years Other 		
Private Health Insurance	Enclosed	N/A
Please provide a copy of your Private Health Insurance Tax Statement.		
Tax Offsets	Yes	No
Was your "usual place of residence" in a remote area of Australia (not including an offshore oil or gas rig) or did you serve overseas with the ADF or UN Armed Forces? If so, please provide a summary of the number of nights your residence was in the remote area and/or you were overseas.		
Do you believe you are entitled to any other tax offsets or rebates, if so please advise?		
Income Tests (Applicable to Family Tax Benefit, HECS, Medicare Levy, Etc)	Yes	No
 Fringe Benefits from your Employer, Superannuation Contributions from your Employer over and above your minimum entitlement (ie. Salary Sacrificed Superannuation Contributions), Tax Free Government Pensions or Payments? And/ or did you pay - Child Support, if so – How much? Superannuation contributions on behalf of your spouse? Do you have dependents? If so, how many? If yes to any of the above, please provide details.		
Other Items	Yes	No
Are you entitled to a Medicare Levy exemption or reduction (if in doubt the answer is No)?		
Did your residency status change during the year?		
Do you have a HECS/HELP debt?		
Did you pay any PAYG Instalments (tax instalments) during the year?		
Did you have a Spouse and have Private Health Insurance and wish to Claim a Private Health Insurance Rebate? If you can answer yes to all three, we must prepare your and your Spouses Returns at the same time OR you need to provide us with full details of your Spouses; Taxable Income Reportable Fringe Benefits Reportable Super Contributions Net Investment Losses. Were you with your spouse for the whole financial year? (01/07/2018 – 30/06/2019) If not, from what dates were you with your spouse during the financial year?		

Other Relevant Information
If you received any other income (ie. Taxable Government Pensions and similar payments, Taxable Payments from Superannuation, Employee Shares, Foreign Income, Royalties, potential Capital Gains from a Deceased Estate) please provide full details.
Is there any other information you feel we need to know about? Or do you have some comments regarding your
answers above? If so, please provide details -