

# 2019 Individual Tax Return Checklist



Your Full Name:

Date:

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,
- 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*

<b>If your Name has changed, please provide details:</b>	
<b>Residential Address:</b>	
<b>Postal Address:</b>	
	If not the same as residential address
<b>Email:</b>	
<b>Work Phone / Home Phone:</b>	
<b>Mobile Phone:</b>	
<b>Marital Status:</b>	Has this changed from last year? Yes / No
<b>Spouse's Name &amp; DOB:</b>	
<b>Dependants' Name(s) &amp; DOB(s):</b>	
<b>Occupation:</b>	
<b>Bank Account Details (for Refund):</b>	BSB: <input type="text"/> Account No: <input type="text"/>
<b>First Time Income Tax Returns</b>	<b>Enclosed</b> <b>N/A</b>
If we are preparing your return for the first time, please provide a copy of your last lodged return.	<input type="checkbox"/> <input type="checkbox"/>
<b>Salary &amp; Wages, Allowances, Lump Sums &amp; ETPs, Government &amp; Super Incomes</b>	<b>Enclosed</b> <b>N/A</b>
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.	<input type="checkbox"/> <input type="checkbox"/>
<b>Interest Income</b>	<b>Enclosed</b> <b>N/A</b>
Please provide a summary of Interest income received including any tax withheld.	<input type="checkbox"/> <input type="checkbox"/>

<b>Dividend and Trust (incl. Managed Funds) Income</b>	<b>Enclosed</b>	<b>N/A</b>
Please provide copies of all Dividend and Trust (Managed Fund) Distribution Statements or your Financial Administrators Tax Summary Reports.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rental Income</b>	<b>Enclosed</b>	<b>N/A</b>
Please provide details of all income and expenses (The best way to do so, ensuring nothing is missed, is to complete our <b>Rental Property Tax Checklist</b> available from the “Advice Centre” at <a href="http://www.capitalq.com.au">www.capitalq.com.au</a> ).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investment / Asset Sales (including Shares &amp; Property)</b>	<b>Enclosed</b>	<b>N/A</b>
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: <ul style="list-style-type: none"> <li>• Purchase Date</li> <li>• Purchase Cost (plus costs of Additions and Improvements if relevant)</li> <li>• Sale Date</li> <li>• Sale Proceeds / Price</li> <li>• Sale costs (costs associated with the sale of the property)</li> <li>• Interest costs (statements for the period when first purchased to sale date)</li> <li>• 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)</li> <li>• For investments subject to Mergers and other Corporate Restructures please provide full details and documentation (ie. Correspondence from the Company)</li> <li>• For properties, please provide the Offer &amp; Acceptance <u>and</u> Settlement Statement at both Acquisition <u>and</u> Disposal.</li> <li>• Capital losses carried forward from previous years</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cryptocurrency</b>	<b>Enclosed</b>	<b>N/A</b>
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; <ul style="list-style-type: none"> <li>• The date of the transactions</li> <li>• The value at the time of the transaction/s</li> <li>• What the transaction was for and who the other party was (even if it’s their cryptocurrency address)</li> </ul> Please ensure you have the following records; <ul style="list-style-type: none"> <li>• Costs associated with managing your investments</li> <li>• Exchange records</li> <li>• Digital wallet records and keys</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Related Car Expenses</b>	<b>Enclosed</b>	<b>N/A</b>
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 <b>Motor Vehicle Tax Deduction Checklist</b> available from the “Advice Centre” at <a href="http://www.capitalq.com.au">www.capitalq.com.au</a> ).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Work-Related Expenses</b>	<b>Enclosed</b>	<b>N/A</b>
Please provide a summary of any other work-related expenses you may have incurred including – <ul style="list-style-type: none"> <li>• Travel</li> <li>• Uniform, Protective Clothing, Laundry</li> <li>• Self-Education</li> <li>• Home office</li> <li>• Computer</li> <li>• Telephone / Mobile</li> <li>• Subscriptions &amp; Union Fees</li> <li>• Other, <i>please specify</i> .....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



## 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 -