



The Peak Partnership  
BUSINESS ADVISERS

# TAX RETURN CHECKLIST INDIVIDUAL TAXPAYERS

Ph: 07 3360 9888 peakpartnership.com.au



CLIENT NAME

PHONE

ADDRESS

MOBILE

EMAIL

INFORMATION  
PROVIDED

NOT  
APPLICABLE

## INCOME

PAYG Payment Summaries from Employers, Centrelink and/or Superannuation Funds (including any Parental Leave payments if received)	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (eg. Employment Termination Payment)	<input type="checkbox"/>	<input type="checkbox"/>
Non-cash benefits	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement (signed), including copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Managed fund annual tax statement and Capital Gains Tax (CGT) 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 and term deposit statements stating 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"/>
Employee share scheme statements	<input type="checkbox"/>	<input type="checkbox"/>
Documentation regarding foreign source income, foreign assets or property	<input type="checkbox"/>	<input type="checkbox"/>
Contracts to acquire or dispose of investments other than shares and rental properties	<input type="checkbox"/>	<input type="checkbox"/>
Record of cryptocurrency wallet transactions (eg. Bitcoin)	<input type="checkbox"/>	<input type="checkbox"/>

## WORK-RELATED DEDUCTIONS

Tax invoices and details of depreciable assets bought during the year (eg. laptop computer), noting the full expensing COVID-19 deduction concessions	<input type="checkbox"/>	<input type="checkbox"/>
Details of receipts for home office expenses, including a diary for COVID-19 set rate deductions for working at home deductions	<input type="checkbox"/>	<input type="checkbox"/>
Details of working from home running expenses and receipts or time sheets	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals, magazines, memberships and subscriptions, union fees	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for self-education expenses, continuing professional development courses and seminars (may be claimable if Austudy, Abstudy or Youth Allowance received)	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for other work-related deductions (eg. protective clothing, uniform expenses, tools and equipment, travel)	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle logbook or Mobile App 'Export Trips' data for motor vehicle expenses (if using the logbook method) and receipts for vehicle running expenses	<input type="checkbox"/>	<input type="checkbox"/>
Business kilometres travelled for motor vehicle expenses (if using the cents per km method)	<input type="checkbox"/>	<input type="checkbox"/>



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## OTHER DEDUCTIONS

Receipts for donations of \$2.00 and over to deductible gift recipients (DGR)/registered charities	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred to manage tax affairs (eg. tax agent's fees) if not The Peak Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in earning investment income (eg. interest paid, investment advice fees), including any applicable loan statements	<input type="checkbox"/>	<input type="checkbox"/>
Notice of personal superannuation contributions	<input type="checkbox"/>	<input type="checkbox"/>
Income protection insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>

## RENTAL PROPERTIES

Annual statement from property agent (if engaging the services of an agent)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of purchase contract and settlement statement	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed of during the year (including tax invoices)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any capital works on the property (eg. renovations)	<input type="checkbox"/>	<input type="checkbox"/>
Privately paid expenses incurred which are not detailed on the property agent annual statement (eg. rates, water charges, land tax, insurance premiums, repairs and maintenance)	<input type="checkbox"/>	<input type="checkbox"/>
If property is held by more than one individual, please provide details of all owners and their legal ownership percentage	<input type="checkbox"/>	<input type="checkbox"/>
If property was disposed of during the year, information relating to dates/costs associated with acquisition/disposal of the property (including copy of sale contract and settlement statement)	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements for property showing interest paid for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Period property was rented out during the income year, including number of weeks property was held as 'available' for rent	<input type="checkbox"/>	<input type="checkbox"/>
Records detailing rental income and expenses (if not using the services of a property agent)	<input type="checkbox"/>	<input type="checkbox"/>

## TAX OFFSETS AND REBATES

Details of any superannuation contributions you made for your spouse	<input type="checkbox"/>	<input type="checkbox"/>
Details of dependants, including their age, occupation and income	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement (if received), including details of any prepaid premiums (where insurance is held with your spouse, please provide a copy of his/her statement)	<input type="checkbox"/>	<input type="checkbox"/>
Child Support you and/or your spouse paid during the year	<input type="checkbox"/>	<input type="checkbox"/>



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## SOLE TRADER

Cashbook, including records of drawings taken before the business takings were banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements (BAS) lodged with the Australian Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements (IAS) lodged with the Australian Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG Payment Summaries for employees (if not lodging through Single Touch Payroll)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any Government grants, subsidies, rebates or payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees and outstanding liabilities at 30 June 2022	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including tax invoices (showing purchase date and amount)	<input type="checkbox"/>	<input type="checkbox"/>
Payments of salaries and superannuation to associated persons (eg. your spouse)	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software (eg. trial balance, profit and loss, balance sheet, back-ups)	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements of all accounts of the business	<input type="checkbox"/>	<input type="checkbox"/>
Notice of superannuation contributions for self-employed persons	<input type="checkbox"/>	<input type="checkbox"/>
Statements for all loans and credit cards of the business	<input type="checkbox"/>	<input type="checkbox"/>

## OTHER INFORMATION – ALL INDIVIDUALS

Details of residency status	<input type="checkbox"/>	<input type="checkbox"/>
Notice of superannuation contributions	<input type="checkbox"/>	<input type="checkbox"/>
Total superannuation balance (all fund accounts)	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about income received/expenses incurred, please 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"/>