



Accountants and Planners

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Financial year 1st July 2003 to 30th June 2004

PERSONAL TAX ORGANISER CHECKLIST

Full Name: _____
 Address: _____

DETAILS & FORMS TO BRING TO THE INTERVIEW

INCOME

- PAYG Payment Summary from Salaries & Wages
- Centrelink Benefit Statements
- Eligible Termination Payment (ETP) form and or Superannuation Benefit Payments
- Other Australian Pensions & Annuities – PAYG Payment Summary etc
- Overseas pensions
- Dividends (*Shares*) and/or Trust Distribution Statements (*Managed Funds*)
- Interest Received – *Bank Name, BSB, Account Number & Amount Received*
- Life Insurance & Friendly Society Bonuses
- Income from businesses, partnerships & trusts
- Other income including foreign exchange gains, royalties, scholarships, grants, jury service fees etc
- Rental Property Receipts and Payments
 - Address of Property* *Date Purchased* *Date first rented*
 - Gross Rent Received* *Expenses Paid such as *Agent fees,*
 - * Advertising, * Bank fees, * Gardening, * Insurance, * Land & Water Rates,*
 - * Loan Interest, * Repairs & Maintenance, * Other*
- Capital Gains (*Sale of Shares, Property, Units in Trusts etc*)
 - Sale Date* *Sale Price* *Settlement Fees* *Date of Purchase*
 - Cost Price* *Holding Costs*

TAX DEDUCTIBLE EXPENSES (must be incurred, be deductible and substantiated)

WORK RELATED EXPENSES (these are *examples of some expenses that may be claimable*)

- Protective Clothing Corporate Uniforms Telephone Home Office
- Stationery Union Fees Tools of Trade Subscriptions Income Protection Insurance
- Professional Development Work-related Self-Education Travel, Accommodation, Meals
- Repairs to work equipment Depreciation of Equipment Conferences, Seminars
- Computers & Software Books & Magazines Sun protection costs

- Car Expenses
If less than 5000kms for business:
 * Total kms for business * Type of Car * Engine Size * Registration No * Reason for travel
If more than 5000 kms for business:
 * Can still claim rate per kilometre claiming only 5000 kms
 * Other methods (*see substantiation*) need
 - * Fuel Costs * Registration Costs * Insurance
 - * Repairs & Maintenance * Purchase Price of Vehicle
 - * Date Purchased

INTEREST, DIVIDEND & TRUST DEDUCTIONS & OTHER PENSIONS

- Bank Fees Interest on borrowings for investment Ongoing management fees
- Undeducted Purchase Price of Annuities / Pensions

COSTS OF MANAGING TAX AFFAIRS

- Tax Agent Fees Travel to tax agent Interest paid to ATO

OTHER DEDUCTIONS

- Partnership Losses Tax losses of earlier income years Non-employer sponsored superannuation (*Self-employed*) * Policy Number * Name of Fund * Amount Contributed
- Charitable Donations

OFFSETS (REBATES)

- Amount contributed to superannuation fund on behalf of spouse (if they earn less than \$13800)
- Amount you contributed to superannuation for yourself for government co-contribution purposes. Bring details such as name of superannuation fund, policy/membership number, amount contributed.
- Superannuation pension rebateable amount
- Spouse (without dependent children), child-housekeeper or housekeeper
- Parent, spouse's parent or invalid relative
- Ongoing baby bonus claim
- Private Health Insurance – Please bring statement/letter from insurer.
- Medical Expenses (*if out of pocket is more than \$1500 rebate will be 20% of excess*) * Chemist * Dental * Medical * Medicare Statements * Optical * Health Benefits received * Other
- Zone or overseas forces rebate
- Family Tax Benefit – *Do you receive it from Centrelink? If not, it can be claimed through your tax return*

Other Information

Deductions claimed must be deductible and **substantiated**. For substantiation rules see our website www.abcaccountants.com.au and navigate through to Tips & Downloads. Other useful information such as tax planning is also provided for download.

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