

YEAR END INDIVIDUAL CHECKLIST



Income

- ☐ Income statements from employers (if not provided on myGov).
- ☐ Lump sum and termination payments. All documentation should be provided including an ETP Payment Summary from the employer or fund.
- ☐ Interest earned and dividend statements for the financial year.
- ☐ Details of any business income and expenses (see Year End Business Checklist).
- ☐ Details of any CGT asset sales (e.g. shares, business and real estate). Please include dates of, and costs associated with, acquisition and disposal.
- ☐ Annuities, including allocated pensions or superannuation income streams.
- ☐ Income from private trusts and partnerships. Statements of distribution should be provided where appropriate, and copy of partnership's/trust's tax return.
- ☐ Foreign source income including employment and pension income. And details of any foreign tax credits, assets, or property.
- ☐ Details of any crypto currency transactions, income, and sales.
- ☐ Details of any other income.

Work-Related Expenses

- ☐ Personal car expenses (logbook and all expenses, or diary of work related kilometres).
- ☐ Travel expenses including overtime meals and nights away from home, tolls, parking, flights, taxis, accommodation, or public transport.
- ☐ Electronic devices (phone, computer, laptop, etc.), Telephone and Internet costs for work purposes.
- ☐ Details and receipts for home office expenses.
- ☐ Professional memberships, subscriptions, and union fees.
- ☐ Study/work at home hours and any office expenses such as stationery and equipment.
- ☐ Fees for professional development courses and seminars, directly related to current employment at time of enrolment.
- ☐ Uniform costs where a registered, occupation specific or protective uniform is required.
- ☐ Purchase of tools required for work. These need to be itemised when over \$300.

Other Expenses

- ☐ Tax return fee for previous year where you have used another agent.
- ☐ Investment expenses (e.g. bank fees, financial advisor fees).
- ☐ Income protection insurance.
- ☐ Additional super contributions including the notice of intent to claim from the super fund.
- ☐ Donations to registered charities including any school building funds.

Rental Properties

- ☐ Date when property was purchased, including details of co-ownership if applicable.
- ☐ Period property was rented out during the income year.
- ☐ Records detailing rental income and expenses (annual statement from property agent if engaging services of an agent).
- ☐ Loan statements for property showing interest paid for the income year.
- ☐ Expenses incurred such as water and council charges, land tax and insurance premiums, and repairs and maintenance.
- ☐ Details of depreciable assets bought or disposed of during year.
- ☐ Details of any capital works or additions on the property.

Offsets/Rebates

- ☐ Details of any superannuation contributions for spouse.
- ☐ Spouse or De facto partner's income, date of birth and full name if GPAA do not prepare their return.
- ☐ Details of dependants, including their age, occupation, and income.
- ☐ Details of Private health insurance (if not provided on myGov).
- ☐ Bank account details where you would like the refund (if any) deposited.
- ☐ Previous year Tax Return if not prepared by GPAA can be required if you have any items on a depreciation schedule.

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