

Individual Income Tax Return Preparation Checklist



Please consider this checklist a valuable starting point when collating your information. Meaningful discussion will follow. If this is your first tax return with Own Your Super Pty Ltd, please provide a full copy of the latest income tax return that you lodged.

INCOME

- Salary & Wages – forward a copy of your annual Payment Summaries.
- Interest Received – your summary will suffice, actual bank statements are not required.
- Dividends Received – require all statements with a Payment Date falling inside the financial year, or your summary will suffice if you provide the name of the shareholding, the total franked dividends, total imputation credits and total unfranked dividends for each holding.
- Managed Funds – forward a copy of the Annual Taxation Statement.
- Capital Gains – if any shares were sold, forward a copy of the original Buy contracts plus any Dividend Reinvestment Statements and the Sell contract. If property was sold, forward a copy of the Particulars of Sale, Statement of Adjustments when sold, and a summary of all costs incurred from original purchase price plus stamp duty and any capital improvements?
- Rental Property – details such as the address, date acquired, and date first rented. Forward your summary of income and expenses and noting dates for any improvements/assets acquired during the year. Don't forget such deductions as Interest, Refinancing/borrowing costs, Council Rates, Landlord's Insurance, Body Corporate, Water rates, Repairs, and Travel to inspect the property. Have you considered a Quantity Surveyor for depreciation and building cost write off?
- Business activities as a Sole Trader – prepare a summary of all activity for the year.
- Employee Share Schemes - from 1 July 2009, if you were provided with any shares under an Employee Share Scheme, your Employer should issue you with an ESS annual tax statement for an amount to declare.
- Lump Sums - provide a copy of the PAYG Payment Summary issued by your employer or Super Fund.
- Foreign income - as an Australian resident, you must ensure you declare income from worldwide sources.

DEDUCTIONS

- Motor Vehicle Expenses – did you travel after arriving at your place of work, or did you travel to seminars, or from one place of work to another? Require your estimate of kilometres travelled for the year and the size of the engine in your motor vehicle. We may then discuss other possible claim methods, including log book, 12% of original value or one third of actual expenses.
- Clothing expenses – did you buy any protective clothing, a uniform, or occupation specific clothing such as a chef's pants (Suits and business attire cannot be claimed). Did you wash these clothes at home (up to \$150 per annum claim available) or have them dry cleaned (receipts required)?

- Work related travel – did you incur any tolls, parking fees, car hire, taxi, or accommodation expenses?

- Self Education – did you study and was it related to your current work? Consider course fees (not HECS/HELP repayments), student union, textbooks, and stationery. If you have a computer, consider percentage of private use, and also provide date acquired and amount paid. Consider travel claim, provide a summary of your travel from home to place of education and then return, from work to your place of education, and from your place of education to work.

- Other work related –if you work from home, maintain a log of hours worked for 4 weeks, and advise how many hours per week you work from home on average (ATO allows 26c per hour in 2009/10 for example). Do you have a computer, laptop, desk, shelves for your home office? Consider work related calls. Are you on-call? Did you have any union fees, professional memberships, subscriptions to trade journals, attend any conferences, have Internet (what percentage was private), or acquire any loose tools/stationery under \$10 each (summary will suffice if total is under \$200).

- Donations – your summary of donations to registered charities (not raffle tickets).

- Interest on Loans - if you borrowed to invest (e.g. shares or managed funds), advise interest paid, initial borrowing costs incurred and any bank charges on the loan(s) used to invest

- Managing Tax Affairs – how much did you pay a registered Tax Agent last year? How far did you travel to visit your tax agent, and using what size engine?

OTHER / TAX OFFSETS

- Private Health Insurance – forward a copy of your annual health insurance statement and advise if you have any dependants?

- Spouse details – your spouse’s Taxable Income, Tax File Number and Date of Birth.

- Pension - if aged under 60, your annual Payment Summary reporting the Tax Free, Taxable and Tax Offset amounts.

- Net Medical - if you were out of pocket over \$1500 during the year ended 30 June 2010, there is a Tax Offset for 20% of that amount above \$1,500. This threshold is \$2,000 from 1 July 2010. Medical expense payments include doctors, dentists, optometrists, and others, and pharmaceuticals related to illness(only if from a Pharmacy) , but not cosmetic operations which Medicare does not cover. Please request a Statement of Benefits Paid for the year from Medicare and your Private Health insurer to assist. Please provide your summary, not the receipts.

- Education Tax Refund - if you have a child in Primary or Secondary school and only if you are eligible for Family Tax Benefit Part A, please provide details of education expenditure for your child including computers and associated equipment/software, internet, textbooks, and stationery. For the year ended 30 June 2010, you can claim up to \$780 for each eligible child in primary school, providing a refund of \$390, and this doubles for children in secondary school.

City - Level 2 Suite 14, 365 Little Collins Street Melbourne Vic 3000. Phone : 03 8676 0552 Fax : 03 8676 0559
Seaford - 89 Nepean Hwy Seaford Vic 3198. Phone : 03 9773 5823 Fax : 03 9773 5861
Email chris.carra@ownyoursuper.com.au **Web** www.ownyoursuper.com.au

Christopher Carra CA, SSA, SSAud
SMSF Specialist Advisor™
SMSF Specialist Auditor™



Own Your Super Pty Ltd ACN 106 756 012
 Liability limited by a scheme approved under Professional Standards Legislation

