

MGR ACCOUNTANTS

2015/2016 Individual Tax Return Checklist



Please complete this checklist to ensure you provide us with the information required to prepare your year end tax return.

If you have any queries relating to the points outlined below, please do not hesitate to contact our office.

Ph: (03) 5443 8888
Fax: (03) 5443 9556
Email: mgr@mgr.com.au
Web: www.mgr.com.au

Information Required:

Income/Receipts

- Government pensions and allowances
- Payment summaries for salary & wages
- Lump sum & termination payments
- Other pensions or annuities
- Allowances
- Interest received, including interest received from the ATO
- Rent received
- Dividends received, including foreign income
- Distributions from partnerships or trusts, including managed funds
- Life Assurance Bonuses/Friendly Society Bond Withdrawals
- Details of any assets sold that were used for earning income, including date purchased and cost of purchase, date sold and proceeds received
- Spouse's taxable income and details of any government benefits received

Work related expenses

- Assets costing less than \$300 used to earn income will be eligible for an immediate deduction
 - Briefcases
 - Books & trade journals
 - Calculators, electronic organisers
 - Software
 - Stationery
 - Tools of trade
- Assets costing more than \$300 used to earn income will be able to be depreciated
- Travel expenses including accommodation, public transport costs & any meals purchased while travelling for work
- Overtime meal allowance claims

- Uniforms or protective clothing purchased – uniforms must be occupation specific or compulsory with logo or registered to be deductible
- Other expenses associated with work-related clothing such as dry cleaning and laundry expenses
- Self-education expenses – course fees, text books, stationery
- Union fees
- Subscriptions or memberships
- Seminar and conference fees
- Income protection and/or sickness and accident insurance
- Sun protection items
- Gifts or donations
- Home office expenses
- Interest and dividend deductions - management fees, interest on borrowings, interest paid to the ATO or advice relating to changing investments
- Interest on loans for equipment or income earning investments
- Motor vehicle expenses (including a log book if claiming more than 5,000kms)
- Bridge/road tolls (work travel)
- Car parking (work travel)
- Award transport claims
- Rental property expenses
 - Advertising
 - Council/water rates
 - Insurance
 - Interest
 - Land tax
 - Agent fees
 - Repairs & maintenance
 - Telephone expenses
 - Travel to inspect the property
- Accounting fees
- Telephone expenses

Other

- Superannuation contributions
- Private health insurance tax statement
- Child Support Payment Details
- Details of any medical expenses relating only to disability aids, attendant care or aged care
- Changes in dependants
- Medicare Levy Exemption

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