

Individual Client Checklist 2024

Income (if not showing on ATO report)

- Employer Income Statements if applicable
Note it will usually be provided direct to the ATO now as an Income Statement
- Government pension statements with Medicare Levy exemptions
- Employee Share Scheme PAYG Summary - all pages
- Interest Received (Bank Statements)
- Share Dividend Statements
- Managed Funds Annual Tax Statements*
including Capital Gains Tax Statements
***Please provide even if showing on ATO report**
- Eligible Termination Payments (ETP)
- Partnership & Trust Distributions
- Foreign Income and Tax Withheld
- Rental Income (& Associated Expenses)

Work Related Deductions

- Home Office Expenses
(hours worked or actual costs based on usage)
- Union Fees
- Tools, Equipment and Office Furniture
(including date of purchase for items > \$300)
- Mobile & Internet Costs (work, bus or investment)*
* diary recording use required for claims over \$50
- Uniform/Protective Clothing & Laundry
- Reference Materials & Stationery/Computer Exp
- Work Related Self-Education Expenses
- Work Related Travel Expenses
- Motor Vehicle Expenses
(e.g. set rate per km, costs with log book)

Investment Related Items

- Asset Sale Documents - eg Shares, Property
(with related cost and purchase/acquisition docs)
- Education on Investments
(seminars, courses, share clubs etc)
- Interest / Fees on Investment Borrowings
(Full loan statements required)
- Reference Materials
- Computer Based Items - eg Software
- Asset Purchase Agreements

Other Deductions

- Superannuation Contributions to be claimed
- Gifts/Donations to Charity
- Income Protection Premiums
- Tax Costs & Ongoing Financial Planning Advice

Other Items to Send In

- Bank Account Details - for direct refund
(including BSB, account number and name)
- Spouse Details including Taxable Income and Reportable Amounts on Emp Income Statements and Net Investment Losses
- Details of Dependents
- Child Support Payments
- Prior Year's Tax Returns (if new client)