

Faraci & Co

Individual Income Tax Return - Information Checklist

Please return this completed information checklist with the information to be sent to our office

- Where possible provide copies of statements or expense receipts or written evidence and the reason for the expense incurred
- Where possible please collate or summarise your expenses or excess sorting charges will apply
- Provide any further information you think is relevant to the preparation of your income tax return and we will advise you whether the item is taxable or tax deductible
- If you were self employed or conducted a business during the year please contact **Faraci & Co** to obtain the relevant business checklist
- *Please note each person's situation differs and the below is only a guide to the type of income and expenses that can declared on your income tax return. If you wish to discuss the specifics to your situation please contact our office for an appointment.*

General Information	Yes	No	Comment or Amount
Copy of prior year income tax return if not prepared by Faraci & Co			
Confirm address, telephone numbers, email address, occupation (see last page)			
Please provide any correspondence from the ATO (incl; Notice of Assessment)			
Income			
PAYG Payment Summaries from your employer (formerly group certificates)			
Eligible Termination Payment (ETP) statements			
Government pensions/allowances (Centrelink)			
Annuities/allocated pensions			
Investment details			
Interest income (eg: bank, term deposits)			
Dividend statements including Dividend Reinvestment Plans (DRPs)			
Managed Funds Details - Annual Tax and Capital Gains Tax Statements			
Details of any purchase or sales of assets during the year (eg - shares, managed funds) ie. Buy and sale contracts or broker statements			
Income from other sources (eg: partnership, trusts, deceased estates, foreign source). Statement of distribution should be provided			
Deductions/expenses in relation to income from other sources			
Loan statements where funds borrowed were used for the investment purposes			
Motor Vehicle Deductions			
Are you required by your employer to use your car for work purposes?			
<i>Did you travel <u>less than 5,000</u> business kms - If yes please provide;</i>			
Total business kms travelled with Motor Vehicle make model and engine size			
<i>Did you travel <u>more than 5,000</u> business kms - If yes please provide;</i>			
Logbook highlighting business % (must be less than 5 years old)			
Motor vehicle make, model and engine size			
Cost price, date of purchase and financing details (if applicable)			
List of expenses for the entire year (Petrol, registration, insurance, lease/hire purchase payments, repairs & maintenance)			
<i>If you sold a motor vehicle that was used for business purposes please provide details of the sale</i>			
Other Details			
Private Health Insurance statement from Health Fund			
Medical Expenses - phased out, not claimable from financial year ended 30 June 2016			
List any Personal and/or spouse superannuation personal contributions			

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Other Work Related Expenses and Deductions	Yes	N/A	Comment or Amount
Travel & Accommodation expenses (please provide reason for business travel and travel diary for travel of more than 6 nights)			
Parking & Toll expenses			
Uniform, clothing, laundry, cleaning & dry cleaning expenses			
Mobile phone, Telephone expenses and Internet expenses - work related amount of expenses			
Stationery (eg: postage, log books, diaries)			
Computer Consumables (eg - paper, cartridges, discs)			
List of Donations over \$2.00 or School Building Fund			
Subscriptions to work related organisations and/or technical journals			
Professional memberships and/or Union Fees			
Self-education expenses must relate to current work)			
Work related conferences, seminars and training courses			
Tools of trade			
Home office expenses - number of hours of work performed at home per week.			
Any out of pocket work related expenses that was not reimbursed by your employer			
Income protection insurance			
Rental Property Details			
Details of income received (annual rental statement from Real Estate Agent)			
Details of any expenses paid including:			
Detailed description of all repairs and maintenance			
Council rates, water rates, land tax			
Body corporate fees, agent fees, insurance			
Cleaning, Gardening & Pest Control expenses			
Advertising, postage, travel & telephone			
Details of all assets purchased for use within rental property			
Loan statements from lending institutions			
The number of weeks during the year that the property was rented by tenants			
If rental property was purchased or sold during the year, please provide details - i.e. contract of sale, settlement statement, loan details, details of legal fees and borrowing costs etc.			
Please provide any changes or additions to your contact details below			
Names			
Home Address			
Business Address			
Telephone numbers			
Email			
Spouse details			
Children details			
Occupation			
Other information			