2022 Personal Return Records Checklist

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2022. **Completion of your return may be delayed if any of the following records or information is missing.**

Income

- ❑ Income statements or payment summaries for **wages, termination amounts, super pensions & lump sums, government pensions & allowances,** payments under the **first home super saver scheme** and **pandemic leave** payments**.** Check your MyGov account for copies**.**
- ❑ Letters and schedules **for superannuation** pensions.
- ❑ **Interest** received or reinvested and any tax withheld.
- ❑ **Dividends** received or reinvested and any tax withheld.
- ❑ **Partnership** and/or **trust** income.
- ❑ **Managed fund** (investments) tax statements.
- ❑ **Managed fund** capital gains tax statements (if there were any disposals during the year, incl rebalancing).
- ❑ Details of **business income and expenses** (cash book, software reports/backup/login) incl GST info if applic.
- ❑ Sale **<u>and</u>** purchase documents for any assets acquired after 19 September 1985 and sold during the year (contract date) for **capital gains tax** calculations (e.g. shares, real estate, cryptocurrency, etc).
- ❑ Life insurance company & friendly society **bonuses**.
- ❑ **Rental property** income & expenses, including agent's annual or monthly statements, interest on loan(s) and a <u>summary</u> of any other expenses paid directly by you. Also supply a copy of page 1 of the contract, your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- ❑ **Forestry managed investment scheme** income.
- ❑ **Employee share scheme** statement(s) for discounts received on employee shares or rights.
- ❑ Any **other income** incl **foreign income** (bring details).

Deductions

- ❑ If you used your **car** for work (excl travel between home and work – some exceptions apply), provide an estimate of work-related kilometres or a list of car expenses and business use percentage from a logbook.
- ❑ Summarise other **work-related expenses,** incl **travel, clothing, self-education** & **other** (incl COVID-19 tests) and we will advise on deductibility. If your total work expenses exceed $300 (excl car expenses and claims against certain travel, meal and award transport allowances) you must have receipts for the total claim.
- ❑ Estimated **hours worked from home** during the year.
- ❑ **Interest** on loans and **other expenses** for **investments**.
- ❑ Summarise **donations** from your receipts. The receipt will indicate if the donation is tax-deductible.
- ❑ **Tax return fee** for last year (if not prepared by us).
- ❑ Ongoing **financial planning fees** (exclude initial costs).
- ❑ **Income protection** insurance premiums.
- ❑ Acknowledgement letter from your fund if claiming a deduction for personal **super contributions**.
- ❑ Any **other deductions** (bring details)

Tax Offsets

- ❑ Details of your private **health insurance** cover if lodging early. Health funds are no longer required to send you a statement and the information is generally available on the ATO portal no later than mid-August, so **request a copy** from your fund if lodging before then.
- ❑ **Spouse superannuation** contributions made by you if your spouse's assessable income (excl first home saver released amount or COVID-19 early release of super payment), reportable fringe benefits and reportable employer super contributions was less than $40,000.
- ❑ Location(s) and period(s) lived in a **remote area** or served with **overseas forces** for zone offset.

Other Information

- ❑ The amounts of any **tax-free government pensions** received & any **child support payments** made by you.
- ❑ Copy of your **spouse's return** (if not being prepared by us) or income details if the return has not been lodged or is not required. Income details include –
  - Taxable income
  - Government pensions at item 6
  - Net investment loss
  - Reportable super
  - Reportable fringe benefits
  - Tax exempt pensions received
  - Child support paid
- ❑ Copy of your **return for the previous financial year** (if not prepared by us).
- ❑ Your **bank account details** (BSB, Acct No, Acct Name) if you are a new client or if you want to change the account used last year. Please note, the ATO no longer issue refund cheques.