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## **2016/2017 Individual Tax Return Checklist**

Our 2017 checklist is a general guide to help you collect the information you need to do your individual income tax return. This is not an exhaustive list, so if you have any other information you think may help, please bring it along to your appointment.

### **Income**

- ☐ PAYG Payment Summaries (Employer Group Certificates)
- ☐ ETP Summaries
- ☐ Government Payment Statements (if received)
- ☐ Bank Interest Earned
- ☐ Dividend Statements (even if you are dividend re-investing)
- ☐ Managed Fund/Trust Annual Tax Statements
- ☐ Employee Share Scheme Statements
- ☐ Shares Sold (including sale date and price and original purchase date and price)

### **Work Related Expenses**

- ☐ Car Expenses (kilometres or log book, generally not to and from home)
- ☐ Protective Clothing, Safety Footwear, Tools etc. (not provided by employer)
- ☐ Union Fees, Subscriptions, Memberships, Registrations
- ☐ Mobile Phone
- ☐ Computer/Internet
- ☐ Work-related Self Education Expenses (course fees, travel and accommodation)
- ☐ Home Office (electricity, furniture and equipment, telephone, computer)
- ☐ Assets (eg. briefcase, calculator, laptop)
- ☐ Sun Protection (eg. sunglasses, hats, sunscreen)

### **Other Expenses**

- ☐ Tax Deductible Donations
- ☐ Financial Advisor Fees
- ☐ Sickness and Accident Insurance Premiums (Income Protection)

### **Extra Info**

- ☐ HELP loan details
- ☐ Private Health insurance and rebate entitlement statement
- ☐ After-tax super contributions for yourself for the government's super co-contribution
- ☐ After-tax super contributions on behalf of your spouse
- ☐ Spouse details including taxable and exempt income
- ☐ As the ATO no longer issues refunds by cheque you must bring your bank account details, including the BSB and Account Number with you.

### **Rental Property (see over page)**

Liability limited by a scheme approved under Professional Standards Legislation



# 2016/2017 Individual Tax Return Checklist

## Rental Property

- ☐ If a new property, then date when property was purchased, including details of any co-ownership
- ☐ If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property
- ☐ Period property was rented out during the income year
- ☐ Records detailing rental income  
(annual statement from property agent, if engaging services of an agent)
- ☐ Loan statements for property showing interest paid for the income year
- ☐ Details of depreciable assets bought or disposed of during the year
- ☐ Details of any capital works on the property
- ☐ Investment Property Expenses
  - Body corporate fees
  - Cleaning
  - Legal fees
  - Property agent fees/commission
  - Stationery, telephone, postage
  - Advertising costs
  - Borrowing expenses
  - Council rates
  - Gardening/lawn mowing
  - Insurance
  - Land tax
  - Pest control
  - Repairs and maintenance
  - Water charges
  - Travel expenses\*
- ☐ Quantity surveyor's depreciation report -if available\*\*

*\* From 1 July 2017 all travel deductions relating to inspecting, maintaining, or collecting rent for a rental property will be disallowed.*

*\*\*Deductions for depreciation of residential property fixtures will only be allowable for expenses actually outlaid by a landlord, effective from 1 July 2017. Prior to 9 May 2017, an allowable deduction for depreciation was available when an investor purchased fixtures as part of a residential property purchase.*

**As you are responsible for the accuracy of the information in your Income Tax Return, please check this list and bring any relevant information with you. The Australian Taxation Office Portal may not have all these details available at the time of your appointment.**

