



**Davies, Thompson & Wright
Services Pty Ltd**

ABN 52 056 328 646

CHARTERED ACCOUNTANTS

DIRECTORS

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YOUR APPOINTMENT DATE: _____

APPOINTMENT TIME: _____

2016 TAX CHECKLIST

Income

- ☐ PAYG PAYMENT SUMMARIES (Group Certificates)
- ☐ BANK INTEREST EARNED
- ☐ DIVIDEND STATEMENTS (Even if you are dividend re-investing)
- ☐ MANAGED FUND/TRUST ANNUAL TAX STATEMENT
- ☐ EMPLOYEE SHARE SCHEME STATEMENTS
- ☐ RENTAL PROPERTY INCOME AND EXPENSES
(Including Loan Interest Paid)
- ☐ SHARES SOLD (Including sale date and price,
and original purchase date and price)
- ☐ DETAILS OF OTHER ASSETS SOLD (Eg, rental property –
settlement statements on purchase & sale)



*Have you considered a tax
depreciation report by a Quantity Surveyor to
help increase depreciation for your rental*

Expenses

- ☐ WORK RELATED EXPENSES (List or receipts)
 - Car Expenses (kilometres, 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
 - Home Office (electricity, furniture & equipment,
stationary, telephone & computer)
 - Assets (eg. briefcase, calculator, electronic organiser)
 - Sun Protection (eg. sunglasses, hats, sunscreen)
- ☐ TAX DEDUCTIBLE DONATIONS
- ☐ FINANCIAL ADVISOR'S FEES
- ☐ SICKNESS & ACCIDENT INSURANCE



*Mobile phone and computer expenses
need to be apportioned between personal
use and work use. You need to keep records
for a 4-week representative period in each
income year to claim a deduction of more
than \$50.*

Other

- ☐ BANK A/C DETAILS for refund (BSB, A/C Number, A/C Name)
- ☐ SPOUSE'S TAXABLE INCOME
- ☐ PRIVATE HEALTH FUND STATEMENT



*Net Medical Expenses Offset is being
phased out. From 2015–16 until 2018–19,
claims for this offset are restricted to net
eligible expenses for disability aids, attendant
care or aged care.*

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