



PBuzs Pty Ltd t/a Pelican Business Services
Beachmere Central Shops,
1/878 Beachmere Road, Beachmere QLD 4510
ABN: 98 619 739 392



Contact Pelican Business Services to arrange your tax return appointment today!

Call Amanda 0405 107 094

www.pbuzs.com.au

circle the Y/N beside the items that apply to you.

Don't worry if you aren't sure about any of the items – your Pelican Business Services Accountant will answer your questions.

everything you need to do your tax return"

Individual Tax Return Checklist – Intermediate

Please collect your receipts, tax invoices and documents for the items below – check them off when you've found them – this will make your tax return appointment faster and easier.

GENERAL

- Tax File Number **Y/N (mandatory)**
- If new client, do you have photo identification **Y/N (mandatory)**
- Bank Account Details (ie BSB and Account Name) **Y/N (mandatory)**
- Email Address **Y/N (please note you need an email address)**
- Last Year's Income Tax Return **Y/N**
- Records of sales and purchases of any shares, business or property **Y/N**
- Private Health Insurance Details **Y/N**
- Spouse Details **Y/N**
 - If Yes then: What is your spouses name?**
 - What is your spouses DOB?**
 - What is your spouses taxable income?**
- Children's details including D.O.B and evidence of any Centrelink benefits **Y/N**
- Zone – if you live in a remote area you may be eligible for an offset **Y/N**
- Sole parent/spouse/housekeeper/low Income **Y/N**
- Medical receipts (if spent more than \$1,500) **Y/N**

INCOME

- PAYG Summaries **Y/N**
- Pensions or Government payments/Allowances **Y/N**
- Interest earned for the relevant year from the banks, building societies etc. **Y/N**
- Dividend Statements **Y/N**
 - Imputation credit information from dividend **Y/N**
- Details of rental property income **Y/N**
- Details of any business income **Y/N**
- Details of any other income earned **Y/N**
- Spouse contributions to superannuation **Y/N**
- Superannuation pension rebates **Y/N**
- Foreign sourced income **Y/N**
- Partnership distribution **Y/N**



INCOME continued

- Deductible amount for pension/annuities **Y/N**
- Capital Gains Tax statements (details of any assets sold) **Y/N**
- Lump sum payments eg: Eligible Termination **Y/N**
- Trust distribution statements **Y/N**
- Tax statements from Fund Managers **Y/N**
- Contract notes for buy/sell transactions **Y/N**
- Tax statements from stockbroker's **Y/N**
- Income stream statements **Y/N**
- Life insurance Bonus Policy Statements **Y/N**

EXPENSES

- Work Related Expenses For example: *uniform, tools, education, fees etc.* **Y/N**
- List of work related expenses from ATO i.e. tools, income protection insurance **Y/N**
- Receipts or evidence of work related deductions eg: travel, laundry, meals, Union fees **Y/N**
- Receipts of self-education expenses eg: books, computer costs, car expenses **Y/N**
- Financing lease statements **Y/N**
- Motor Vehicle Expenses *Incl. estimation of Kilometres if no logbook kept, otherwise logbook and all expense items* **Y/N**
- Travel Expenses **Y/N**
- Investment Expenses For example: *bank fees, financial advisors fees, investment borrowings etc.* **Y/N**
- Rental Property Expenses For example: *rates, body corp fees, agent fees, interest on loan, repairs and maintenance (inside and out), travel, water rates, depreciation schedule, etc.)* **Y/N**
 - **If Yes then Investment property details:**
 - Water charges **Y/N**
 - Bank fees **Y/N**
 - Details of when property was rented, including any rental or Agents statements **Y/N**
 - Date when property was purchased **Y/N**
 - Capital costs **Y/N**
 - Interest on loans **Y/N**
 - Advertising fees **Y/N**
 - Agent fees **Y/N**
 - Body corporate fees **Y/N**
 - Borrowing expenses **Y/N**
 - Cleaning and general maintenance expenses **Y/N**
 - Council rates **Y/N**
 - Gardening/lawn mowing fees **Y/N**
 - Insurance premiums paid **Y/N**
 - Land tax details **Y/N**
 - Depreciation Schedule **Y/N**
- Cost of managing tax affairs **Y/N**
- Superannuation statements from fund showing contributions **Y/N**
- Charitable donations evidence (only Australian registered charities are deductible) **Y/N**