

PDH ACCOUNTING SERVICES PTY LIMITED



2021 YEAR END INCOME TAX CHECKLIST - Individual

This is a general checklist. If an item does not apply to you, please leave blank.
If you're not sure about anything, please give us a call.

Attached

Income

- 2021 PAYG Payment Summaries/income statements
- Government payments statements (Centrelink, etc)
- Redundancy/ETP/Lump sum payment details
- Details of all interest received from financial institutions
- Listing of all dividends received
- Managed funds, trust and partnership distribution tax statements
- Rental property details, including:
 - period rented
 - agent statements/other documentation showing income and expenses
 - invoices for any other expenses paid personally (eg insurance)
 - loan statements showing interest paid
 - details of assets purchased and/or sold
 - any other relevant information
- Business details (sole traders) including:
 - documentation showing income and expenses
 - bank reconciliations and bank statements for business accounts
 - details of business assets purchased and/or sold
 - any other relevant information
- Details of purchase and/or sale of property, shares and/or other assets
 - including jewellery, boats, caravans, artwork, collectables.
- Details of any purchase and/or sales of cryptocurrency
- Details of any shares received under employee share plans

Deductions

- Work related deductions including:
 - motor vehicle log book and running expenses if >5000 km, including registration, comprehensive insurance, CTP insurance, fuel and repairs and maintenance costs
 - motor vehicle details of kms travelled if < 5000 km
 - travel (parking, tolls, train/bus fares)
 - uniform purchases, dry cleaning (including documentation), laundry of uniforms
 - self education expenses paid, including **receipts/invoices**
 - unions fees, journals, tools, subscriptions and memberships
 - seminars, conferences

- telephone, computer and internet (total paid and work related percentage)
- home office (hours worked at home per week or for the year)
- donations to charities or building funds (receipts)
- cost of managing tax affairs – tax agent’s fees, audit insurance
- income protection insurance (amount claimable from insurance annual tax statement)
- Details of costs to prepare last year’s tax return

Offsets, Refunds and Miscellaneous

- Private Health Fund Insurance Statement (fund name, Policy no., type of cover, days covered).**
- Details of your personal superannuation contributions
 - if you intend to claim the government co-contribution; or
 - copy of acknowledgement of notice of intent to claim superannuation deduction from your superannuation fund, if you intend to claim an income tax deduction.
- Health care card details if any
- Copy of Instalment Activity Statements

____ Number of dependent children

If there are any other items you feel are tax deductible please ring us to discuss.

Preferred contact method:

Mail Email Telephone

Mail/Email Address or Telephone Number:

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The Australian Taxation Office requires that all refunds be deposited into a financial institution/bank account.

Please provide your preferred financial institution/bank account details:

BSB Number: _____

Account Number: _____

Account Name: _____