Gateway
TAX & ADVISORY

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2018 Individual Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information Required	Information Provided	Not Applicable
Income		
PAYG summaries from employers, Centrelink and/or superannuation funds	☐	☐
Lump sum payments (e.g. Employment Termination Payment)	☐	☐
Any non-cash benefits	☐	☐
Trust distribution statement, including copy of the trust's tax return	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Partnership distribution statement, including a copy of the partnership's tax return	☐	☐
Dividend statements	☐	☐
Bank statements detailing interest earned	☐	☐
Term deposit statements detailing interest earned	☐	☐
Employee Share Scheme information detailing grants & tax status	☐	☐
Buy/sell contract notes for shares or managed funds (if any were sold)	☐	☐
Work-related Deductions		
Details of depreciable assets bought during the year (e.g. laptops)	☐	☐
Professional journals/magazines	☐	☐
Professional memberships/subscriptions	☐	☐
Receipts for continuing professional development courses and seminars	☐	☐
Receipts for self-education expenses	☐	☐
Receipts or evidence of work-related deductions such as protective clothing, uniform expenses and travel	☐	☐
Vehicle log book for motor vehicle expenses (if using the log book method)	☐	☐
Other Deductions		
Receipts for donations $2 and over to registered charities (tin collection)	☐	☐
Expenditure incurred in managing tax affairs (e.g. tax agent's fees)	☐	☐
Expenditure incurred in earning investment income	☐	☐
Income protection insurance premiums	☐	☐
Rental Properties		
Annual statement from property agent (if engaging the services of an agent)	☐	☐
Date of when property was purchased	☐	☐
Details of depreciable assets bought or disposed during the year	☐	☐
Expenses (which are not detailed on the property agent annual statement) incurred, such as water charges, land tax and insurance premiums	☐	☐
If property is held by more than one individual, details of owners and their legal ownership percentage	☐	☐
If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Period that property was rented out during the income year and if not available for a period of time, the reason (eg. used for personal use, renovations, etc)	☐	☐
Records detailing rental income (if not engaging the services of an agent)	☐	☐
Records of expenses relating to the property (if not engaging the services of an agent)	☐	☐

Information Required	Information Provided	Not Applicable
Offsets / Rebates		
Details of any superannuation contributions for spouse	☐	☐
Details of dependants, including their age, occupation and income	☐	☐
Private health insurance statement (if insurance is held with partner, please state who is the primary holder and provide the age of partner)	☐	☐
If Operating as a Sole Trader		
Cashbook, which includes records of drawings taken before the business takings are banked	☐	☐
Copy of MYOB data file or equivalent & details of the version and password	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG summaries for employees	☐	☐
Details of any government grants, rebates or payments received	☐	☐
Details of superannuation contributions for employees	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (e.g. trial balance, P&L and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐
Superannuation contributions for self-employed persons (Notice of Intent)	☐	☐
Other Information		
Copies of Instalment Activity Statements lodged	☐	☐
If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐