

# Year End Checklist

Please disregard items that you have already supplied during the year or that are not relevant.

## Income

- PAYG payment summaries (group certificates) received for the financial year.
- OR
- Confirm your employer has advised your Income Statement is "Tax Ready" \*\*

*\*\*If your employer was reporting through Single Touch Payroll for the 2019 financial year, you will not receive a PAYG Payment Summary. Instead, we will have access to your "Income Statement" electronically from the ATO.*

- Interest received from all personal bank accounts and term deposits for the financial year.
- Dividend advice statements including details of any reinvestment accompanying all dividends received during the financial year. Please also provide margin loan statements where relevant.
- Copies of all share purchase and sale contracts executed during the year.
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Details of all real estate purchases and sales made during the financial year (i.e. purchase/sale contracts and settlement statements) including a copy of the lease agreement.
- Details of rental property income and expenditure for each property for the financial year (refer attached rental property schedule).
- Managed fund annual tax statements. Please note they are generally issued late August to early October.
- If you received any business income or expenses, please provide a summary.
- Details of any other income (please attach any information).
- Would you like our fee to be taken out of your refund?      Yes                      No

If Yes, please provide the bank account details you would like the balance of your refund to be deposited to.

BSB	ACCOUNT NUMBER	ACCOUNT NAME
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Please provide the bank account details to allow any individual tax refunds to be deposited directly into your account. We cannot complete your return without these details.

BSB	ACCOUNT NUMBER	ACCOUNT NAME
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**Deductions**

- Details of any motor vehicle travel during the financial year. Please include description of motor vehicle(s), estimate of work-related kilometres, log book and details of actual expenses paid.
- Details of all work-related expenses incurred during the financial year.
- Details of any personal accident or income protection insurance.
- Details of any personal superannuation contributions made during the financial year including the name of the fund, ABN and the relevant policy number. Where applicable, please supply the notice of deductibility from your superannuation fund.
- Details of donations made to charitable institutions or school building funds made during the financial year.
- Did you hold private health insurance cover during the year?      Yes      No  
*You may not receive an annual summary statement from your provider this year, as it is now optional to do so. If you do not receive one, we will be able to access it from the ATO.*
- Details of any other deductions or expenditure.
- Were you required to work from home during the COVID-19 outbreak?  
                                 Yes                  No
- If Yes, please advise how many days you worked from home, and on average many hours you worked each day.  
Days worked from home: \_\_\_\_\_  
Average hours per day worked: \_\_\_\_\_

**Notes:**

## Items Required for Your Rental Properties

Supply any statements issued by your rental property managers/agents for the financial year.

If you do not use a rental property manager/agent or have additional information, please complete the schedule below.

Quantity surveyor report for each rental property.

	Property 1	Property 2	Property 3
<b>Address</b>			
<b>Income</b>			
Rent			
Expenses Recouped			
Insurance Claims			
Other Income:			
<b>Expenses</b>			
Advertising			
Agent Commission			
Bank Charges			
Strata Levy			
Electricity & Gas			
Gardening			
Inspection Costs			
Insurance			
Interest			
Land Tax			
Letting Fees			
Rates – Council			
Rates – Water			
Repairs & Maintenance			
Telephone			
Other Expenditure:			