



INDIVIDUAL TAX RETURN CHECKLIST

To assist us in preparing your income tax return, please use this questionnaire as a checklist when you compile your information.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. In particular, this applies to PAYG Payment Summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and be able to provide an approved log book for motor vehicle claims.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

Thank you for completing this questionnaire. Completing it takes time and effort, but it will enable us to process your work quickly and efficiently because we will have all the necessary information at hand to complete the work. This will also ultimately save you money and time because we won't need to come back to you with further requests for information, thus delaying the processing of your return.

Please ensure you attach all relevant documentation to the questionnaire, then sign and date this form below and return your questionnaire and documentation to us.

If you have any queries or concerns, please do not hesitate to contact us:

LOPEZ PARTNERS

28 Farrall Road, MIDVALE WA 6056

Phone: 08 9250 4225

Email: Reception@midvaletax.com.au

I hereby instruct you to prepare my income tax return for the financial year ended 30 June 202 .

I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain any information you require to enable you to carry out the above assignment.

Name:

Signature:

Date:



INDIVIDUAL TAX RETURN CHECKLIST

Name of taxpayer: _____ Address: _____

_____ Preferred contact no: _____

INCOME	INFORMATION PROVIDED	N/A
PAYG payment summaries (eg from employers)/ income statements	☐	☐
Lump sum payments (eg employment termination payment)	☐	☐
Partnership distribution statement, including copy of partnership's tax return	☐	☐
Trust distribution statement, including copy of trust's tax return	☐	☐
Documentation re foreign source income, foreign assets or property	☐	☐
Bank statements stating interest earned, including for term deposits	☐	☐
Dividend statements	☐	☐
Employee share scheme statements	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Buy/sell contract certificates for shares (if any shares were sold)	☐	☐

WORK-RELATED DEDUCTIONS	INFORMATION PROVIDED	N/A
Details of depreciable assets bought during the year (eg laptops)	☐	☐
Details and receipts for home office expenses	☐	☐
Professional journals/trade magazines	☐	☐
Professional memberships/subscriptions	☐	☐
Receipts for continuing professional development courses and seminars	☐	☐
Receipts for self-education expenses	☐	☐
Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐

OTHER DEDUCTIONS	INFORMATION PROVIDED	N/A
Receipts for donations of \$2 and over to registered charities	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent's fees)	☐	☐
Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)	☐	☐
Income protection insurance, or sickness and accident premiums	☐	☐
Additional super contributions including the notice of intent to claim from the super fund	☐	☐

INDIVIDUAL TAX RETURN CHECKLIST (cont.)

RENTAL PROPERTIES	INFORMATION PROVIDED	N/A
Date when property was purchased, including details of co-ownership if applicable	☐	☐
Period property was rented out during the income year	☐	☐
Records detailing rental income and expenses (annual statement from property agent, if engaging services of an agent)	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Expenses incurred such as water charges, land tax and insurance premiums	☐	☐
Details of depreciable assets bought or disposed of during the year	☐	☐
Details of any capital works or additions on the property	☐	☐
If the property was disposed of during the income year, information including the purchase and sale documents, solicitor fees, settlement sheets, agents commission and advertising, etc	☐	☐

OFFSETS/REBATES	INFORMATION PROVIDED	N/A
Details of any superannuation contributions for spouse	☐	☐
Spouse or Defacto partner's income, date of birth and full name	☐	☐
Details of dependants, including their age, occupation and income	☐	☐
Private health insurance statement	☐	☐

IF OPERATING AS A SOLE TRADER	INFORMATION PROVIDED	N/A
Cashbook, which includes records of drawings taken before the business takings were banked	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG summaries/income statements for employees	☐	☐
Details of any government grants, rebates or payments received	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (eg trial balance, profit and loss, and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐
Notice of superannuation contributions for self-employed persons including notice of intent to claim from the super fund	☐	☐

OTHER INFORMATION	INFORMATION PROVIDED	N/A
Copies of Instalment Activity Statements lodged	☐	☐
Any other information that you think is relevant	☐	☐