

Individual Tax Return Information Guide

To assist with gathering the required information for the completion of Tax Returns.

Income

- *Payment Summaries*
- *Lump Sum and Termination Payment Summaries*
- *Government payment statements, if received*
- *Interest income*
- *Dividend statements for dividends received or reinvested*
- *Annual Tax Statements from Managed Funds*



Deductions

- *Motor vehicle – Cents per Km or Logbook*
- *Travel (fares and accommodation)*
- *Uniforms/Work Wear/Protective Clothing*
- *Self-education and professional development*
- *Union, registrations, tools, subscriptions, memberships*
- *Home office, seminars, conferences*
- *Telephone, computer, internet*
- *Donations*
- *Income protection insurance*
- *Any other costs incurred earning income not listed*



Rental properties

Income

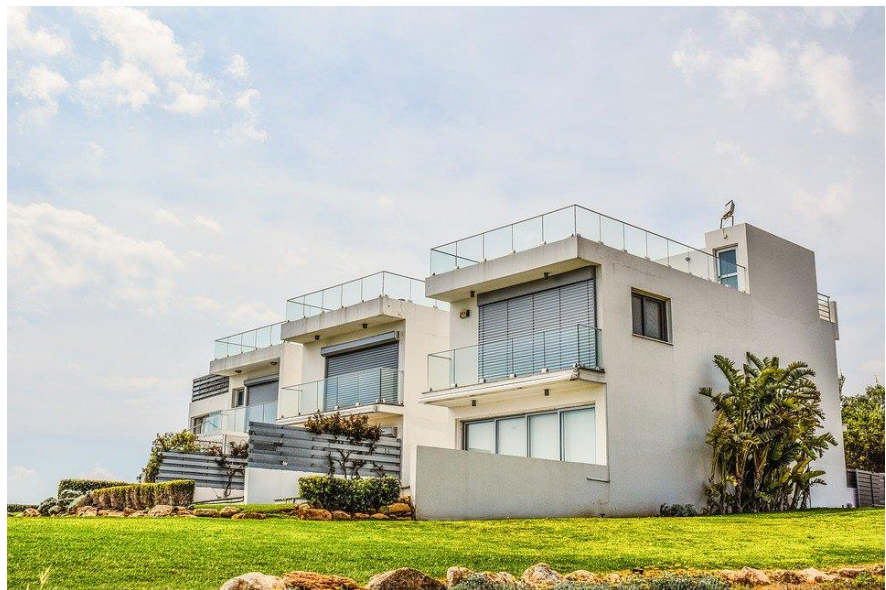
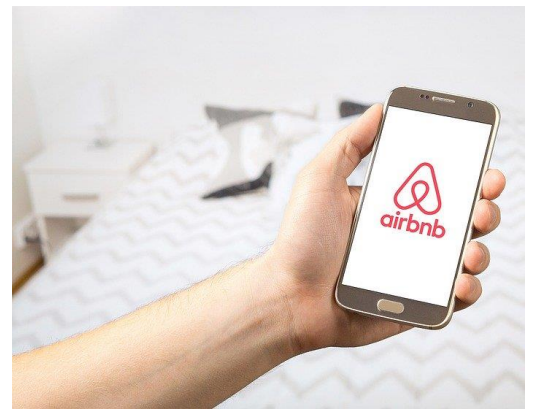
- *Rental Income*
- *Other Income received in relation to the property*

*Please be aware that if you have used Airbnb to rent your property out that this income must be declared.



Expenses

- *Accounting Fees*
- *Advertising*
- *Agent Fees & Commissions*
- *Body Corporate Fees*
- *Borrowing Expenses*
- *Building & Structural Improvements*
- *Cleaning*
- *Commissions & Management Fees*
- *Depreciation*
- *Electricity*
- *Bank Charges*
- *Gardening*
- *Gas*
- *Insurance*
- *Interest*
- *Land Tax*
- *Mortgage Insurance*
- *Rates & Taxes - Council*
- *Repairs & Maintenance*
- *Security*
- *Telephone*
- *Travel*
- *Water*
- *Any other relevant expenses not listed*



Capital Gains

Shares

Purchase and Sale Contract Documents – *Date / Quantity / Price per share / Brokerage*
(Or the equivalent e.g. *Transaction listing from Broker*)

Managed Funds

Annual Tax Statement from Managed Funds and/or including any additional information in relation to the purchase and disposal of the units in the fund.



Property

Purchase Details:

- Date of Purchase
- Purchase Price
- Stamp Duty
- Legal Fees
- Other relevant costs

Sale Details:

- Date of Sale
- Sale Price
- Real Estate Agent Fees
- Legal Fees
- Other relevant costs



Ownership (Where more than 1 owner):

Documents confirming Joint Ownership or Tenants in common – *what percentages of ownership*

Principle Residence:

For Whole Ownership Period – Principle Place of Residence – *No further information required.*

Partly Used as a Rental Property – *Details of when the property was rented required.*

Business Operated from the Property – *Details of when the property was used for business, what area of the property as a percentage was used for business and did you ever claim any expenses related to the property e.g. Interest, Rates.*

