

# Your 2011 tax checklist

## Preparation of individual tax returns

We have created the following checklist to help you prepare for your individual tax return. The checklist outlines the key documents and information that we require to quickly and efficiently prepare your tax return.

If mailing or dropping your records to us please, please attach this tax checklist and complete your details below:

<b>Client Name:</b>		
<b>Contact Details:</b>	<b>Ph.</b>	<b>Email:</b>

Income Details	Deductions
<input type="checkbox"/> PAYG Payment Summaries, Statements of Earnings <input type="checkbox"/> Pension, Social Security, Austudy / Abstudy, Parenting Allowance statements <input type="checkbox"/> Retirements Benefits, Statements of Eligibility Termination Benefits & PAYG Summaries <input type="checkbox"/> Superannuation Pensions and Annuities including Undeducted Purchase Price <input type="checkbox"/> Interest from Bank Accounts including Bank, Account Number and Interest Received <input type="checkbox"/> Dividends from all companies including Imputation Credits <input type="checkbox"/> Statements regarding any other income source such as employee share schemes, directors fees or contract work <input type="checkbox"/> Annual Tax Statements of managed investment funds <input type="checkbox"/> Rental Property income and expenses, including agent statements <input type="checkbox"/> Capital Gains: including the cost price/date purchased and the selling price/date sold <input type="checkbox"/> Trust Distributions: including your tax summary sheet supplied by the Trust <input type="checkbox"/> Partnership Distribution – Copy of Return is Required <input type="checkbox"/> Income from overseas (eg: UK pension, Italy) <input type="checkbox"/> For shares sales or purchase, the purchase and sale contracts, and if under a Dividend ReInvestment Arrangement Prior Dividend Statements or a Ledger from Share Register detailing acquisitions <input type="checkbox"/> For real estate sales or purchases, all the correspondence from your lawyer, including Sale/Purchase Contract and Settlement Sheet, along with all Finance Information.	<input type="checkbox"/> Motor Vehicle Expenses or number of Kilometres travelled and/or log book <input type="checkbox"/> Purchase/Maintenance of uniforms, Purchase of Protective Clothing, Dry Cleaning Expenses <input type="checkbox"/> Self Education Expenses <input type="checkbox"/> Work related expenses such as Union Fees, Telephone Calls, OT Meals, Registration/License <input type="checkbox"/> Deductions of fees against your Interest Income <input type="checkbox"/> Donations to registered charities (this does not include purchase of raffle tickets) <input type="checkbox"/> The purchase price of Australian or foreign Pensions or annuities <input type="checkbox"/> Accountancy or Tax Agent Fees <input type="checkbox"/> Other Expenditure that you might consider relevant to your Income tax return <div style="background-color: #cccccc; padding: 2px;"><b>Rebate &amp; Other Details</b></div> <input type="checkbox"/> Medical Rebate – If you have spent over \$2000 in out of pocket expenses, please supply <ul style="list-style-type: none"> <li>○ Annual Statement of claims Medicare</li> <li>○ Annual Statement of Claims Health Fund</li> <li>○ Pharmacy receipts or Summary for Scripts</li> </ul> <input type="checkbox"/> Private Health Insurance Yearly Statement of Cover <input type="checkbox"/> Child Education Expenses (Subject to Earnings – please discuss with us) <ul style="list-style-type: none"> <li>○ Text Books</li> <li>○ Internet</li> <li>○ Stationery</li> <li>○ Laptops</li> <li>○ Printers etc</li> <li>○ Does not include Uniforms or School Fees for 2011</li> </ul> <input type="checkbox"/> Superannuation Contributions, HECS Debts, Supplementary Loan Details <input type="checkbox"/> <b><u>Spouse, details including there taxable income and or Child Support Payments made and received</u></b> <input type="checkbox"/> Any other details that you might consider relevant to your income tax return
RENTAL PROPERTIES	
<ul style="list-style-type: none"> <li>○ Agents Monthly/annual summary</li> <li>○ Details of Kilometres or Other Travel Cost to inspect property</li> <li>○ Details of Council, Water Rates, Strata Levies, Land Tax paid</li> <li>○ Details of Insurances, e.g. Building, Landlords Insurance</li> </ul>	<ul style="list-style-type: none"> <li>○ Copies of invoices for Repairs</li> <li>○ Copies of Records for New purchases such as acquisitions, new assets e.g. stoves, lights</li> <li>○ Bank Statements re Investment Loan</li> <li>○ Details property not available for rent</li> </ul>

If we can assist you with any additional information, please do not hesitate to contact us directly. Ph +61 2 9697 9155  
 Email [success@akagroup.com.au](mailto:success@akagroup.com.au) [www.akagroup.com.au](http://www.akagroup.com.au) We would be happy to help.