

# General Tax CHECKLIST

We've made it easy to make sure you don't miss out on any deductions this tax time. Make use of our handy checklist!

## INCOME

- Ensure Income Statement is Tax Ready
- Government payment, if received
- Interest income from banks and building societies
- Dividend statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds

## OTHER INCOME

- Rental properties
- Business
- Foreign income
- Capital gains
- Employee share schemes

## DEDUCTIONS (work related expenses)

- Last year's tax return fee
- Motor vehicle
- Travel (flights, taxis, train and bus fares for training courses, trade fairs etc.)
- Accommodation costs while working away from home.
- Uniforms / workwear
- Self-education and professional development
- Union, registrations, tools, subscriptions, memberships
- Home office, seminars, conferences
- Telephone, computer, internet
- Any other costs incurred earning income
- Donations to charities or building funds
- Income protection insurance

- Investment expenses (e.g., bank fees, financial advisors review fees, investment borrowings etc.)
- Rental property expenses (e.g., rates, body Corp fees, agent fees, interest on loan, repairs and maintenance, water rates, depreciation schedule)

## OFFSETS AND REFUNDS

- Spouse details including taxable and exempt income

## TAX REFUNDS

Remember this is a general list of general employment-related deductions and should be used as a guide only. The results may vary depending on individual circumstances. The individual should also have relevant written evidence where required.

