

Individual Tax Return Checklist 2025

When you come to see us at tax time, please bring in the following information to assist us in completing your tax return properly.



PLEASE NOTE: The ATO will no longer be issuing refund cheques and all refunds will be via EFT, so please ensure you have all your banking details to avoid any delays.

Please contact us on 8344 6011 if you have any questions or require further information.

Income earned statements

- ☐ PAYG Summaries
- ☐ Lump Sum payments (eg: Eligible Termination Payment Redundancy statement)
- ☐ Social Security, pensions, allowance documents/statements. This includes parenting payments and Dad & Partner Pay from Centrelink
- ☐ Pensions/annuities deductible amount
- ☐ Superannuation Lump Sum payment
- ☐ Partnership distribution
- ☐ Rental Income
- ☐ Capital Gains Tax statements (assets sold)
- ☐ Bank statements summary (interest received)
- ☐ Share dividend statements
- ☐ Managed Fund Investments tax statements
- ☐ Tax statements from stockbrokers
- ☐ Income stream statements
- ☐ Contract notes for buy/sell transactions
- ☐ Foreign Source Income (including foreign pensions, investments and property)
- ☐ Trust distribution statements
- ☐ Statement for income received from life insurance payments

Investment related deductions

- ☐ Interest/fees on borrowing for investment purposes (provide statement)
- ☐ Asset purchase agreements
- ☐ Asset sale document

Offsets

- ☐ Sole parents / spouse / housekeeper / low income / aged persons
- ☐ Spouse details (name, DOB, income)
- ☐ Spouse contributions to superannuation
- ☐ Dependants – name, DOB and legal responsibilities
- ☐ Personal Superannuation contributions

- ☐ Superannuation pension rebates
- ☐ Zone details - if in a remote area
- ☐ Imputation credit information from dividend statements
- ☐ Superannuation if self employed

Investment Property

- ☐ Date rental property was purchased (provide copy of settlement statement)
- ☐ Details of periods property was rented
- ☐ Rental statements from Agent or rent received
- ☐ Capital costs / Depreciator schedule
- ☐ Advertising costs
- ☐ Agent fees / commission
- ☐ Legal fees
- ☐ Body corporate fees
- ☐ Borrowing expenses
- ☐ Cleaning
- ☐ Council rates
- ☐ Gardening / lawn mowing
- ☐ Insurance
- ☐ Interest on loans
- ☐ Land tax
- ☐ General maintenance and repairs
- ☐ Pest control
- ☐ Water charges
- ☐ Bank fees
- ☐ Capital works deductions (building write off)
- ☐ Sundry rental costs

Other deductions

- ☐ Receipts of gifts / donations to charities
- ☐ Details of Income Protection Insurance premiums and ongoing financial planning advice to investment deductions

Individual Tax Return Checklist (continued)

Employment income deductions

- ☐ Financing lease statements
- ☐ Receipts for work-related deductions:
 - Travel (inc. accommodation, flights)
 - Home office expenses
 - Car
 - Clothing
 - Laundry
 - Meals
 - Journal
 - Periodicals
 - Sun protection products
 - Seminars and courses
 - Mobile phone
 - Subscriptions
 - Union fees
 - Tools and equipment
 - ATO work from home journal
- ☐ Copy of log book
- ☐ Receipts for self-education expenses (eg: books / computer costs / car expenses / union fees / course fees)
- ☐ Stationary, telephone and postage costs

Please provide Bank Account details

Account Name:

BSB Number:

Account Number:

Has your postal address changed from the last tax return?

Do we have your current email address?

Other useful information for new clients

- ☐ Previous year's accountant fees
- ☐ Last year's tax return
- ☐ Prior year tax losses
- ☐ Prior year capital losses
- ☐ Your ABN
- ☐ Bank account details
- ☐ Any PAYG instalments paid
- ☐ Credit card statements
- ☐ Loan statements
- ☐ Tax credit vouchers
- ☐ Details of any government debts

NOTES



*community based, family
focussed*

21 Alfred Street
Walkerville SA 5081

Phone: 08 8344 6011

Postal Address:
PO Box 397
Walkerville SA 5081

Email: reception@herns.com.au

www.herns.com.au