

Individual Tax Return Checklist 2026

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 all your banking details are up to date to avoid any delays.

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

Income earned statements

- PAYG Summaries / Income Statements
- 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
- Superannuation Lump Sum payment
- Partnership or Trust distribution statements
- 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)
- Statement for income received from life insurance payments

Offsets

- Sole parents / spouse / housekeeper / low income / aged persons
- Spouse details (name, DOB, income)
- Spouse contributions to superannuation
- Dependents – 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
- Capital works deductions (building write off)
- Sundry rental costs
- Travel Expenses
- Quantity surveyor's depreciation report if available
- Interest/fees on borrowing for investment purposes (provide statement)
- Asset purchase/sale agreements

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)

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Employment income deductions

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

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/ bank statements
- Loan statements
- Tax credit vouchers
- Details of any government debts
- Family Tax Benefits Received
- Private Health Insurance statement
- Reportable Fringe Benefits amounts
- Employee Share Schemes

NOTES

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