

Individual Tax Return

Group certificates/PAYG payment summaries
ETP Group certificates/payment summaries
Pensions & ComSuper group certificates/payment summaries
Social Security & Centrelink group certificates/payment summaries
Any interest earned
Dividend statements
Private Health statement & details
Rental income & expense details
Capital Gain/Loss details e.g. share & property sales/purchases
Trust distribution tax statements
Partnership income & expense details
Business income & expense details
Foreign income
Other income details
Travel expenses e.g. airline/bus tickets related to work travel
Motor vehicle expenses e.g. kms travelled and engine size, log book if applicable
Dry-cleaning or laundry costs associated with protective clothing/uniforms
Replacement of protective clothing/uniforms
Self-education costs
Union dues
Other work related expenses including home office, computers, mobiles etc.
Donations
Investment expenses including borrowing costs, interest on loans, investment advice fees
Accounting fees & travel expenses associated with preparation of your tax return
Medical expenses (if more than \$2000)
Medicare Levy exemption details
Income Protection insurance
Number of dependants and their dates of birth
Spouse's income details

Business Tax Returns (including Trusts, Companies, Partnership & Sole Traders)

Manual records:

Bank/credit card statements for full year
Cheque books for full year
PAYG payment summary statement
Copies of group certificates/PAYG payment summaries
Any dividend statements or trust distribution tax statements
Details of any cash income or expenses
Debtors & creditors
Stock on hand
Petty cash details
Copies of BAS/IAS statements for financial year

Computerised records:

Backup of software
Bank reconciliation with bank statement for 30 June
PAYG payment summary statement
Copies of group certificates/PAYG payment summaries
Any petty cash/cash transactions not entered into software
Copies of BAS/IAS statements for financial year