**Entity name:** XXXXXXXXX

**Balance date:** XX-XXX-XXX

**Subject:** Tax Return checklist

We can complete your work efficiently if all information is provided and is accurate.

If you are an existing client and receive a tailored checklist, please be sure to advise and include any new investments, accounts, income to ensure your information is complete.

If you need more information on exactly what to provide talk to us and/or ask for a detailed checklist.

**IMPORTANT NOTE – WORKFLOW MANAGEMENT**

Please ensure you to advise us if you require your return urgently and we can discuss.

Please note that in busy times early such as April to mid-June processing times can be delayed.

**Please email all information to XXXX (**[**XXXXXX@rtoaccountants.com.au**](mailto:XXXXXX@rtoaccountants.com.au)**) or share with us on a cloud-based folder.**

**XXXXXX (individual name)(sole trader)**

***All documents requested are for the period 01 July XXXX to 30 June XXXX.***

|  |  |  |
| --- | --- | --- |
| **Description** | **Yes/No/N.A.** | **Client Response** |
| **General** |  |  |
| Last year signed tax return/TFN |  |  |
| Bank details (for ATO refunds) |  |  |
| Date of Birth |  |  |
| **Income** |  |  |
| PAYG Payment Summaries from employers. |  |  |
| Interest Earned on Accounts and Deposits  - Annual Tax Statements/Amount. |  |  |
| - Dividends, Trust or Partnership Distribution  Investments – Annual Tax Statement, Copy of Trust/Partnership Tax return. |  |  |
| Other Income/Business Income. |  |  |
| **Deductions** |  |  |
| Work related deductions (for example, car, travel, seminars, education, phone, internet). |  |  |
| Interest – Annual Tax Statements  - Investment or Property Loans Expenses. |  |  |
| Investment/Other Income related deductions (for example, travel, phone, seminars, subscriptions, internet). |  |  |
| Income protection Insurance premiums paid. |  |  |
| **Sole Trader Business:** |  |  |
| **Business Income and Expenses**:  If GST registered, Provide BAS working for all quarters for the year XXXX.  Or  Bank statement/Credit card statement with the highlighted income and expense transactions and cash income and expense detail. |  |  |
| **Rental Properties** |  |  |
| Investment Property/Property Agent Statement |  |  |
| Interest expenses - Loan statements / amount |  |  |
| Other rental expenses - Water charges/land tax/insurance premiums |  |  |
| If any property was purchased during the year  - Details of property/BMT schedule/ co- ownership |  |  |
| **Capital Gains** |  |  |
| Investments/Property Sold  -Provide sale contract or sale date and sale amount. |  |  |
| Investments/Property Purchased  - Provide buy contract or purchase date and purchase amount. |  |  |
| **Rebates/Offsets** |  |  |
| Copy of your health fund statement. |  |  |
| Number of dependents and spouse details i.e name, date of birth and taxable income. |  |  |

*\*\* This checklist is not exhaustive; therefore please provide any other documents relevant to your tax matters for this year and/or review the detailed checklist, thanks.*