



Advice that Works

Information	Information Provided	N/A
Income		
PAYG summaries from employers (including employee share schemes) and/or superannuation funds	•	•
Lump sum payments (eg Employment Termination Payment)	•	•
For new clients – a copy of last year’s filed tax return and rental property depreciation reports (if so)	•	•
Managed fund annual tax statements and capital gains tax statements	•	•
Partnership or Trust distribution statements, including a copy of the partnership's/trust tax return	•	•
Dividend (and Dividend Reinvestment) statements	•	•
Bank statements detailing interest earned	•	•
Term deposit statements detailing interest earned	•	•
Buy/sell contract notes for shares (if any shares were sold)	•	•
Work-related Deductions		
Details of depreciable assets bought during the year (eg laptops)	•	•
Professional journals/magazines/memberships/subscriptions	•	•
Home Office/Internet/Phones/Mobile etc	•	•
Receipts for continuing professional development / seminars or for overnight or interstate work travel	•	•
Receipts for self-education expenses	•	•
Receipts or evidence of work-related deductions such as protective clothing & uniform expenses	•	•
Vehicle logbook for motor vehicle expenses (or km estimates)	•	•
Other Deductions		

Receipts for donations of \$2 and over to registered charities	•	•
Expenditure incurred in managing tax affairs (eg tax agent's fees)	•	•
Expenditure incurred in earning investment income (loans etc)	•	•
Income protection insurance premiums	•	•
Rental Properties		
Annual statement from property agent (if engaging the services of an agent)	•	•
Date of when property was purchased	•	•
Details of depreciable assets bought or disposed during the year	•	•
Expenses (which are not detailed on the property agent annual statement) incurred, such as water charges, land tax and insurance premiums	•	•
If property is held by more than one individual, details of owners and their legal ownership percentage		
If property was disposed off during the income year, information relating to dates and costs associated with the acquisition and disposal of the property	•	•
Loan statements for property showing interest paid for the income year	•	•
Period that property was rented out during the income year	•	•
Records / Summary detailing rental income and expenses (if not engaging the services of a property agent)	•	•
Personal super contributions made that are to be claimed as a deduction (now that salary and wage earners can claim.)	•	•
Offsets / Rebates		
Details of any superannuation contributions for spouse	•	•
Details of dependants, including their age, occupation and income	•	•
Private health insurance statement (if insurance is held with partner, please state who is the primary holder and provide the age of partner)	•	•
Other Information		
Copies of Instalment Activity Statements PAYG lodged	•	•
Any doubts about any income or expense you have received or incurred, bring the documents in with you!	•	•
CIA 'tip': Review your last year's tax return for reminders and prompts on what you should be bringing with you!	•	•