

Items Required

Please disregard items that you have already supplied during the year or that are not relevant.

Income

- Confirm your employer has advised your Income Statement is "Tax Ready" **
- Interest received from all personal bank accounts and term deposits for the financial year
- Dividend advice statements including details of any reinvestment accompanying all dividends received during the financial year. Please also provide margin loan statements where relevant.
- Copies of all share purchase and sale contracts executed during the year.
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Details of all real estate purchases and sales made during the financial year (i.e. purchase/sale contracts and settlement statements) including a copy of the lease agreement.
- Details of rental property income and expenditure for each property for the financial year (refer attached rental property schedule).
- Managed fund annual tax statements. Please note they are generally issued late August to early October.
- Did any family members received benefits from Centrelink during the year? If yes, please advise the type of benefit received.
- Details of any other income.
- Please provide the bank account details to allow any individual tax refunds to be deposited directly into your account. We cannot complete your return without these details.

BSB

ACCOUNT NUMBER

ACCOUNT NAME

Deductions

- Details of any motor vehicle travel during the financial year. Please include description of motor vehicle(s), estimate of work related kilometres, log book and details of actual expenses paid.
- Details of all work related expenses incurred during the financial year.
- Details of any personal accident or income protection insurance.
- Details of any personal superannuation contributions made during the financial year including the name of the fund, ABN and the relevant policy number. Where applicable, please supply the notice of deductibility from your superannuation fund.
- Please provide all annual superannuation policy statements including life insurance statements relating to your superannuation.
- Details of donations made to charitable institutions or school building funds made during the financial year.
- Did you hold private health insurance cover during the year? Y / N
You may not receive an annual summary statement from your provider this year, as it is now optional to do so. If you do not receive one, we will be able to access it from the ATO.
- Details of any other deductions or expenditure.

Items Required for Your Rental Properties

- Supply any statements issued by your rental property managers/agents for the financial year.
- If you do not use a rental property manager/agent or have additional information, please complete the schedule below.
- Quantity surveyor report for each rental property.

	Property 1	Property 2	Property 3
Address			
Income			
Rent			
Expenses Recouped			
Insurance Claims			
Other Income:			
Expenses			
Advertising			
Agent Commission			
Bank Charges			
Strata Levy			
Electricity & Gas			
Gardening			
Inspection Costs			
Insurance			
Interest			
Land Tax			
Letting Fees			
Rates – Council			
Rates – Water			
Repairs & Maintenance			
Telephone			
Other Expenditure:			