

PERSONAL TAX RETURN INFORMATION CHECKLIST

	YES	NO	N/A
1. Payment Summaries (Group certificates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Any Centrelink payments received (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Other income e.g. interest, dividends, trust distributions (e.g. managed funds), termination payments sale of shares or other assets, superannuation pensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rental Property income statements (income & expenses), rates, loan statements, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sale of assets – purchase documents (purchase contract, settlement statement, stamp duty), sale documents (sale contract and settlement statement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Motor vehicle, other travel expenses, out of pocket expenses not reimbursed by business, km traveled and log book – if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Work related study expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Compulsory uniform, laundry expenses, protective clothing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other work related expenses – professional associations, union, journals, tools of trade, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Expenses related to investment income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Other expenses e.g. income protection insurance, personal superannuation contributions (deduction allowed only in certain circumstances), investments in forestry managed investment schemes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Children's Education Expenses + details of children in primary/secondary school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Last year's tax agent fee – if not prepared by Business Links Australia Pty Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Medical expenses (out of pocket) totally more than \$1,500 eg medicare gap, dental, prescriptions. (Eg. All expenses for the year might total \$1525, can claim \$25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Other information e.g. Private health fund statement (MBF/Medibank Private, usually posted out in July), HECS/HELP statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Details of PAYG Instalments paid- if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you made a non-tax deductible contribution to super in order to claim the government co-contribution to your superannuation fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. If you have a spouse who lodges a tax return, but is not a client of Business Links, please provide a copy of their tax return as detailed information from it is now required to be entered on the return.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Copy of last year's tax return, if not prepared by Business Links Australia Pty Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Please advise if any of your personal circumstances have changed e.g. change of address, change in dependents, marital status, change in occupation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Tax Return Information Required

	YES	NO	N/A
1. MYOB/Quickbooks file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bank statements showing 30 th June balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bank reconciliation for 30th June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Annual PAYG Payment Statement Summary (Annual reconciliation of group certificates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Closing Stock 30 th June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assets purchased – copies of invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assets disposed off – date of sale\disposal, sale price\disposal proceeds, copy of sale invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of any bad debts written off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Details of any expenses not in MYOB/Quickbooks eg motor vehicle expenses, superannuation, cash expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Business use %age of motor vehicle if changed from last year (if applicable), log book, opening and closing odometer readings for the year. If log book over 5 years old or business use percentage has changed, copy of new log book.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Copies of any finance, lease, hire purchase agreements entered into during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>