2009 Individual Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information	Information Provided	Not Applicable
Income		
PAYG summaries from employers, Centrelink and/or superannuation funds		
Lump sum payments (eg Employment Termination Payment)		
Trust distribution statement, including copy of the trust's tax return		
Managed fund annual tax statement and capital gains tax statement		
Partnership distribution statement, including a copy of the partnership's tax return		
Dividend 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		
Professional memberships/subscriptions		
Receipts for continuing professional development courses and seminars		
Receipts for self-education expenses		
Receipts or evidence of work-related deductions such as protective clothing, uniform expenses and travel		
Vehicle logbook for motor vehicle expenses (if using the logbook method)		
Other Deductions		
Receipts for donations of $2 and over to registered charities		
Expenditure incurred in managing tax affairs (eg tax agent's fees)		
Expenditure inccured in earning investment income		
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		

Information	Information Provided	Not Applicable
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 acquistion 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 detailing rental income (if not engaging the services of an agent) Records of expenses relating to the property (if not engaging the services of an agent)		
Offsets / Rebates Details of any superannuation contributions for spouse Details of dependants, including their age, occupation and income Details of medical expenses where the total exceeds $1,500 (after Medicare and private health fund rebates) Private health insurance statement (if insurance is held with partner, please state who is the primary holder and provide the age of partner)		
If Operating as a Sole Trader Cashbook, which includes records of drawings taken before the business takings are banked Copies of Business Activity Statements lodged Copies of PAYG summaries for employees Details of any government grants, rebates or payments received Details of superannuation contributions for employees Payments of salaries and superannuation to associates Records from accounting software (eg trial balance, P&L and and balance sheet) Statements of all liabilities of the business Superannuation contributions for self-employed persons		
Other Information Copies of Instalment Activity Statements lodged If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you Any other information that you think is relevant		

2009 Superannuation Fund Tax Return Checklist

Name of taxpayer: ____________________

Address: ____________________

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Preferred Contact No: ____________________

Information	Information Provided	Not Applicable
Bank Statements Bank statements for the period 1 July 2008 to 30 June 2009 Details of all deposits and withdrawals Cheque books butts and deposit books		
Investments Copies of annual tax statements for investments in forestry managed schemes Copies of any off-market transfer forms for in-specie contributions Copies of confirmation of purchase in forestry managed investment schemes Copies of confirmation of units purchased in managed funds Copies of contract notes and settlement statements for any shares purchased Copies of distribution statement from trust Copies of maturity notices for term deposits Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) Copies of sell notes for units in managed funds sold (include original purchase notes if possible) Details of any investments acquired from members or their associates during the income year Details of any other investment assets purchased and sold Details of investment in related parties, including any outstanding distributions to be received Managed funds distribution statements, annual tax statements and capital gains statements Dividend statements Statements of returns of capital (from shares)		
Contributions Received Records of all employer contributions (including salary sacrifice contributions) Records of any undeducted personal contributions Records of any contributions where no TFN was quoted Written notices from members stating intention to claim deductions for their personal contributions		

Information	Information Provided	Not Applicable
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		
Rollovers Details of rollovers into the fund		
Insurance Policies Copies of annual life insurance statements provided for members		
Benefits Paid Copies of any lump sum benefits paid to members Details of pensions paid to members, including copies of PAYG summaries, if applicable		
Other Information Auditor's report for the previous financial year and record of audit fees Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of meetings Copies of trustee declarations for any new trustees, or directors of corporate trustees Copy of investment strategy Record of all members as at 30 June 2009 If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you Any other information that you think is relevant		

2009 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information Required	Information Provided	Not Applicable
Income		
Accounting information, including trial balance, P&L and balance sheet		
Asset register detailing depreciable assets bought, and sold or scapped during the year		
Cashbook (if maintained)		
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)		
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)		
Details of any other income, eg rental income		
Details of any other investment incomes		
Details of any subsidies, grants and payments received		
Details of interest and repayments received from shareholders		
Details of proceeds from disposal of capital assets		
Managed funds distribution statements, annual tax statements and capital gains statements		
Dividend statements		
Deductions		
Details of advertising and marketing expenses		
Details of bad debts actually written off during the year (provide documentary evidence)		
Details of bonuses and commissions paid to employees		
Details of bonuses and commissions paid to external parties		
Details of bonuses paid to directors		
Details of borrowing costs for new loans entered into during the year		
Details of directors' fees		
Details of donations of $2 and over to registered charities		
Details of entertainment expenses		
Details of expenses incurred during the year associated with establishing, expanding, mergering or liquidating the entity		
Details of fringe benefits tax paid (please provide FBT return lodged)		
Details of interest on loans		
Details of lease expenses for motor vehicles, premises and equipment		

Information Required	Information Provided	Not Applicable
Details of legal expenses Details of lump sum payments (including retirement and redundancy) Details of motor vehicle expenses Details of prepayments Details of professional subscriptions and journals Details of rates, land taxes and insurance premiums Details of repairs and maintenance Details of research and development activities and expenses Details of royalties paid Details of salaries paid, including fringe benefits (provide PAYG summaries) Details of superannuation contributions for directors Details of superannuation contributions for employees Details of tax, and accounting and audit fees paid Details of travel expenses (include travel diaries)		
Balance Sheet — Assets Asset register detailing depreciable assets bought and sold or scapped during the year Bank statements Cheque book butts and deposit books Copies of confirmation for any units in managed funds purchased Copies of contract notes and settlement statements for any shares purchased Details of any other investments purchased Details of CGT assets purchased during the year Details of leases entered into and terminated during the year Details of loans, payments of forgiveness of debts to shareholders or their associates Details of work-in-progress Listing of trade debtors with amounts outstanding Value of stock as at 30 June 2009 (and basis of valuation)		
Balance Sheet — Liabilities Accrued expenses (eg audit fees and bonuses) and unearned revenue Details of all loans Listing of trade creditors with amounts owing Provisions for long service leave and annual leave Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year		
Balance Sheet — Equity Details of any changes to shareholding Details of loans from shareholders or partners		

Information Required	Information Provided	Not Applicable
Details of any increase of decrease to reserves		
Addition Information — Company Auditor's report (if applicable) Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of company meetings If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you Any other information that you think is relevant		
Additional Information — Trust Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of trust meetings, in particular distribution resolutions Copy of trust deed, if not already supplied Details of any units redeemed or issued during the year (for a unit trust) Details of any unpaid present entitlements to beneficiaries If trust's deed was amended during the year, please provide details If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you		
Additional Information — Partnership Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of partnership meetings Copy of partnership agreement If the partnership was restructured during the year, please provide details If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you		