

CHECKLIST FOR 2011 FINANCIAL YEAR
01/07/10 – 30/06/11

Income

- Gross Salary, Wages, Allowances, Earnings, Tips, and Directors Fees.
- Income from business activities.
- PAYG Payment Summaries.
- Details of any non-cash benefits received.
- Lump sum and termination payments. All documentation should be provided including an ETP Payment Summary from the employer or fund.
- Government Social Security payments, including pensions, unemployment and sickness benefits.
- Details of any CGT asset sales (eg: shares and real estate). Please include dates of and cost associated with, acquisition and disposal.
- Annuities, including allocated pensions.
- Income from trusts and partnerships. Statements of distribution should be provided where appropriate.
- Rental income
- Interest and dividends received and any tax deducted. Include details of franked dividends.
- Foreign source (employment and pension) income and details of any foreign tax credits.

Deductions

- Investment and property expenses (carefully detail interest claims).
- Subscriptions (not including sporting or social clubs).
- Employment related expenditure such as work related motor vehicle, self-education, clothing and uniform expenses.
- Donations of \$2.00 and over.
- For self employed persons, details of any superannuation contributions made.
- Tax agent's fees and other accounting/tax audit fees.

Rebates

- Details of private health insurance
- Details of superannuation contributions where no tax deduction can be claimed
- Any changes to dependants (income of spouse should be provided)
- Details of any income received in a lump sum which was accrued in earlier income years (eg: assessable pensions)
- Net family medical expenses if they exceed \$2,000 in total.
- HELP Debt details

NOTE - To avoid delays with the preparation of your return, please ensure ALL relevant information listed above, is enclosed BEFORE sending any information to us.