

Checklist of Information Needed for 2014 Individual Tax Returns

This checklist can help you compile the information needed for the tax return in your name. If you did not earn income during the financial year, you may not need to lodge a return.

Personal Details

Yes	N/A
	Tax file number
	Full name
	Address
	Date of birth
	Bank details (BSB, account number, account name), for depositing tax refunds

Assessable Income

Yes	N/A
	Your occupation, e.g. administration assistant. If you have multiple jobs, list the occupation of your main job.
	Payment summaries from every job.
	Payment summaries from Centrelink and other government agencies, e.g. Youth Allowance, Pension. These can be downloaded from the Centrelink website.
	Interest from bank accounts. This is usually available through your online banking.
	Dividend statements from companies that you own(ed) shares in. Your accountant should be able to look these up, if you give them a list of the company names and your Holding Identification Numbers (HIN) or Shareholder Reference Numbers (SRN).
	Tax statements from any managed funds or investment trusts. These are usually sent out to investors in August/September.
	If you are a partner in a partnership, send a copy of the partnership tax return or the profit/loss distribution amount you're entitled to.
	If you earn any income or capital gains from trusts, send a copy of the trust annual tax statement(s), or amount of profit and capital gains distributed to you.
	If you owned any rental properties during the financial year, download and complete the investment property checklist on our website .
	If you sold large assets (shares, houses, etc) during the financial year, send the following information for each asset:
	Purchase price and associated costs
	Sale price and associated costs
	Cost of improvements made during the holding period
	Business income/losses: refer to the Business checklist on our website .

Deductions

These are deducted from your income before applying the tax rates, so only a percentage of your deductions will change your tax bill/refund.

Yes	N/A
	Work-related motor vehicle costs. Either an estimate of kilometres driven during the financial year OR the full costs including fuel, registration, insurance, repairs/maintenance, loan interest, purchase cost.
	Work-related travel costs, e.g. public transport, taxis, tolls.
	Work-related study costs, e.g. course fees (excluding those covered by HECS-HELP or FEE-HELP), textbooks, travel between work and study (not home), student association/union fees, stationery, share of private internet expenses that you used for study. These expenses can only be deducted if you have earned income related to your studies.
	Work-related clothing expenses, e.g. compulsory uniform or protective clothing purchases, dry cleaning of uniform, sunglasses/sunscreen for outdoor jobs, protective footwear.
	Other work-related expenses, e.g. union fees, share of private phone/internet costs that you used for your job.
	Donations. Your receipt will state whether a donation is tax deductible. You can claim up to \$10 of donations without a receipt ('bucket donations').
	Tax accountant's fees that you paid during the tax year.
	Other costs to earn any of your income sources, apart from driving to/from work, investment property costs or business expenses.

To deduct shares of private expenses, send through the total cost and an estimated percentage that was used for work/study. For example: total internet bills \$60/month and approximately 40% used for study.

Tax offsets

These are better than deductions, because you deduct them from the amount of tax payable.

Yes	N/A
	Private health insurance tax statement.
	Personal or spouse superannuation contributions, excluding contributions from an employer.
	Medical costs excluding insurance or government rebates, for you and your dependants, if you claimed this offset last year or your expenses relate to aged care.

Other

Yes	No
	You have dependants, excluding your children.
	You are a senior and/or pensioner.
	You were deployed overseas as part of the Australian Defence Force.
	You have Family Tax Benefit overpayments.
	You are not an Australian citizen.
	You have income from foreign sources.
	You were under the age of 18 at the end of the financial year.