



# ***H N Williams Pty Ltd***

## ***Targeting Your Business Success***

### **Income Tax Return Checklist – Individuals**

#### **Income**

- Payment Summaries
- Lump Sum and Termination Payment Summaries
- Government Payment Statements, if received
- Interest income from Banks and Building Societies
- Dividend Statements from dividends received or reinvested
- Annual Tax Statements from Managed Funds
- Other income
  - Rental Properties
  - Business
  - Foreign Income
  - Capital Gains
  - Employee Share Schemes

#### **Deductions**

- Work Related Deductions
  - Motor Vehicle
  - Travel (fares and accommodation)
  - Uniforms
  - Self-education and professional development
  - Unions, registrations, subscriptions and memberships
  - Tools and Equipment
  - Home office, telephone, computer and internet
  - Seminars and conferences
  - Any other costs incurred earning income
- Donations to Charities or Building Funds
- Income protection insurance

#### **Offsets & Refunds**

- Private Health Insurance and Rebate entitlements
- IAS Statements or details of PAYG instalments paid
- Spouse details including taxable income and exempt income

**Tax Refunds** – the Australian Taxation Office no longer issue refunds by cheque so you will have to provide your bank details, including the BSB and Account Number