



ANDRESEN
M^CCARTHY
P A R T N E R S
LEADING THE WAY

2026 Individual Tax Return Checklist

This is a checklist of information we will require from you to attend to the preparation of your individual income tax return. It is a general list of main matters but is not designed to be an exhaustive list of all issues. You may complete the form and forward to our office, providing any required documentation. One checklist has been provided per person, please contact the office if you require additional copies.

PERSONAL DETAILS					
Salutation:	Mr ☐	Mrs ☐	Ms ☐	Miss ☐	Other:
First Name:				Last Name:	
Previous Name (if changed since last tax return):					
D.O.B:				TFN:	
Phone Number:					
Email Address:					
Home Address:					
Postal Address:					
Occupation:					
EFT Details (all refunds are to be paid directly into your bank account)					
Account Name:					
BSB:				Account No:	
Preferred correspondence for future checklists				Email ☐	Post ☐
SPOUSE DETAILS					
<i>Spouse Details are kept confidential and used only for the preparation of your income tax return. If we are completing your Spouse' Tax Return you do not need to complete these details.</i>					
Spouse Name:					
Spouse D.O.B:					
Spouse Taxable Income 2026:					
Did you have a spouse for the full financial year? If No, provide dates:					
No. of Dependent Children:					

INCOME DETAILS

Please review the types of income and where application provide supporting documentation:

TYPE OF INCOME	PROVIDED	N/A
Salary or Wage, Allowances, Employment Termination Payments etc. - Provide all PAYG Payment Summaries and ETP statements	☐	☐
Australian Government Payments or Pensions - Provide details of youth allowances, JobSeeker, sickness allowance etc.	☐	☐
Superannuation Income Streams and Annuities - Provide details of taxable and rebatable components of pensions	☐	☐
Superannuation Lump Sum Payments - If under 60, provide details of lump sums paid from Superannuation	☐	☐
Gross Interest - Provide statements detailing interest earned, including term deposits	☐	☐
Dividends - Provide details of dividends received, includes dividend reinvestment plans	☐	☐
Managed Fund Distributions - Provide copies of managed fund annual tax and capital gains statements	☐	☐
Employee Share Schemes (ESS) - Provide copy of your annual ESS statement issued by your employer	☐	☐
Distributions from Partnerships and/or Trusts - Provide details of the partnership/trust and taxable income received	☐	☐
Net Income or Loss from Business - Provide details of income and expenses, cash book, data file etc.	☐	☐
Capital Gains – Investments/Asset Sales - Includes Shares, Cryptocurrency, Property etc. - Provide description of assets, purchase dates & costs, sale dates & proceeds and percentage of ownership (excludes motor vehicles and main residence) - For properties, provide purchase and sale contracts and settlement statements	☐	☐
Rental Properties - Provide details of rental income and expenses (including real estate agent summary) or complete the schedule provided at the end of this checklist	☐	☐
Foreign Source Income and Foreign Assets or Property - Provide details of country, amount received, foreign tax withheld etc.	☐	☐
Other Income - Provide details of income received that doesn't fit into the above categories i.e. Income protection payments, jury duty, directors fees, forestry investment income.	☐	☐

DEDUCTION DETAILS

Please ensure you are able to substantiate all claims if your total deductions exceed \$300. Provide details of expenses paid from 01/07/2025 – 30/06/2026.

TYPE OF EXPENSE	PROVIDED or AMOUNT	N/A
Work Related Car Expenses (complete option (a) or (b))	☐	☐
Purpose for travel: ☐	Travel for clients, seminars, training courses etc.	
☐	Travel carrying bulky tools or equipment that can't be left at workplace	
☐	Travel from shifting places of employment or from first to second job	
☐	Travel from home as base of employment to a workplace or client	

(a) Log Book Method: Business % Use			%	Date kept:		☐	☐
- Fuel/EV Charging					\$		
- Insurance					\$		
- Registration					\$		
- Services/Repairs					\$		
- Tyres					\$		
- Loan Interest or Lease Payments (provide documentation)					\$		
- Other (please specify):					\$		
- Cost of Vehicle and Date of Purchase:				Date:	\$		
(b) Set Rate/Business Kilometres (maximum 5,000kms)					kms		
Work Related Travel Expenses (travel diary required if >5 nights in a row):						☐	☐
- Airfares/Accommodation/Meals etc.					\$		
- Tolls/Parking/Taxi Fares/Transport etc.					\$		
- Deductions relating to Allowances					\$		
- Other (please specify)					\$		
Uniform, Occupation Specific or Protection Clothing & Laundry:						☐	☐
- Laundry (\$150 max without receipts) – Logo or protective only					\$		
- Uniform or Protective Clothing Costs (include boots, hats etc.)					\$		
Self Education Expenses (directly related to current work activities):						☐	☐
- Name of Course							
- Course Fees					\$		
- Books/Stationery/Computer Expenses etc.					\$		
- Travel to and from Institution					kms		
- Other (please specify)					\$		
Working From Home (complete option (a) or (b)): # refer to www.ato.gov.au/home						☐	☐
(a) Revised Fixed Rate Method (70c per hour)						☐	☐
- I July 2025 to 30 June 2026				Actual hours		hrs	
(b) Actual Cost Method # refer to www.ato.gov.au/home for detailed calculations						☐	☐
- Internet			Total \$		Work %		
- Telephone			Total \$		Work %		
- Electricity and Gas			Total \$		Work %		
- Computer Consumables			Total \$		Work %		
- Stationery			Total \$		Work %		
- Cleaning			Total \$		Work %		
- Other (please specify)			Total \$		Work %		

Other Work Related Expenses:		☐	☐
- Union Fees		\$	
- Professional Associations		\$	
- Assets eg. Computers and Office Furniture (provide receipts)		\$	
- Tools and Equipment		\$	
- Seminars/Conferences		\$	
- Other (please specify)		\$	
		\$	
Interest & Dividend Deductions (i.e. Advisors, interest, reference materials):		☐	☐
		\$	
		\$	
Gifts or Donations (\$2 or more to deductible gift recipients):		☐	☐
		\$	
		\$	
		\$	
Cost of Managing Tax Affairs (Tax Agent fees)		☐	☐
		\$	
Income Protection Insurance (outside of superannuation)		☐	☐
		\$	
Personal Superannuation Contributions		☐	☐
- Provide copy of acknowledgement of receipt of notice to claim a deduction			
Other (please specify):		☐	☐
		\$	
		\$	
		\$	
		\$	
TAX OFFSETS & REBATES			
<i>Please review if any of the below tax offset or rebate categories apply to you and provide documentation where necessary. If unsure, make a note and we will review it with you.</i>			
TYPE OF OFFSET/REBATE	PROVIDED	N/A	
Medicare Levy Exemption	☐	☐	
- If you are in an Exemption category provide a copy of the statement of exemption			
Private Health Insurance	☐	☐	
- Provide a copy of your annual Private Health Insurance Tax Statement			
Dependant (Invalid or Invalid Career)	☐	☐	
- Did you maintain:			
• Your spouse who was an invalid or cared for an invalid;			
• Your or your spouse's parent who was an invalid or cared for an invalid; or			
• Your or your spouse's invalid child, brother or sister, aged 16 yrs or older.			
- If yes, please indicate and we will go through with you in detail			

[illegible]

RENTAL PROPERTY SCHEDULE

If you rented a property during the year, you can use the following schedule to summarise your rental income and expenses. If you received a summary from a real estate agent, please provide a copy. Provide gross amounts, if jointly owned we will apportion your share.

Note: Please attach additional copies of this schedule for additional rental properties.

Property Address:		
Date Acquired:		(provide contract & settlement statement if during the year)
Date First Rented:		
Date Ceased Renting:		
Ownership Interest %:		
Weeks Rented in 2026:		

Income

Gross Rental Income	\$	
Other Rental Income (reimbursements etc.)	\$	

Expenses

[illegible]