

Tax Checklist

Income

- Annual PAYG / Single Touch Payroll lodged by Employer(s)
- Lump Sum and Termination Payment details
- Pension (including Super or government) summary
- Interest Income from banks etc.
- Dividend and tax statements for Company shares, cryptocurrencies and Mgd Funds
- Foreign Income
- Employee Share Schemes

Rental Income

- Year end rental statements
- Outgoings (council, water, strata etc.) statements
- Bank statements for loans
- Depreciation Schedule
- Insurance including landlord and Building
- Invoices for R&M and upgrades
- Other relevant information

Business / Sole Trader

- Trust and Dividend Distributions from businesses
- Income and expense summaries for Sole Trader

Capital Gains

- Purchase contract / order showing price and date
- Sale contract / order showing price and date
- Details of sale costs and purchase costs
- Reinvestment Schedule if Dividends
- Improvement costs (if property)
- Private use dates (if property)
- Any other relevant info

Expenses

- Travel (fares and accom)
- Uniforms
- Self Education and Prof Development
- Unions, Registrations, memberships etc.
- Home office schedule and expense list
- Computer and other business assets purchased
- Income protection
- Donations
- Telephone, internet etc.
- Dividend and Trust Income expenses
- Interest expenses
- Personal Super Contributions/Confirmation

Car Expenses

- Repairs and Maintenance
- Petrol
- Purchase invoice/contract and date
- Logbook showing business Kms over 3 mths of year
- Insurance, CTP and Rego
- Disposal contract (if previous car sold)
- Service and tyre change costs

Other Information

- Private Health year end statement
- Year end Centrelink details of payments received
- Spouse details including taxable and other income
- Instalment details for instalments paid during the year
- TFN, address and DOB (for new clients and family only)
- Bank Details

Please send this completed checklist together with your documents to info@simacopartners.com.au.

Any questions? Don't hesitate to call us on 02 9707 4470.