

## 2026 Personal Return Records Checklist

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2026. **Completion of your return may be delayed if any of the following records or information is missing.**

### Income

- ☐ Income statements or payment summaries for **wages, termination amounts, superannuation pensions and lump sums, government pensions and allowances** and any payment received under the **first home super saver scheme**. Most should be in your MyGov account.
- ☐ **Interest and dividends** received or reinvested and any tax withheld.
- ☐ **Partnership** and/or **trust** income. Copy of trust income schedule
- ☐ **Managed funds** (investments) tax statements and capital gains tax.
- ☐ Details of **business income and expenses** (cash book, software reports/backup/login) including GST information if applicable.
- ☐ Sale **and** purchase documents for any assets sold during the year (contract date) for **capital gains tax** calculations (e.g. shares, real estate, cryptocurrency, etc).
- ☐ Life insurance company & friendly society **bonuses**.
- ☐ **Rental property** income & expenses, including agent's annual or monthly statements, interest on loan(s) and a summary of any other expenses paid directly by you. Also supply a copy of page 1 of the contract, your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- ☐ Forestry managed investment scheme income.
- ☐ **Employee share scheme** statement(s) for discounts received on employee shares or rights.
- ☐ Any **other income** incl **foreign income** (bring details).

### Deductions

- ☐ If you used your **car** for work (excluding travel between home and work), provide an estimate of work-related kilometres or a list of car expenses and business use percentage from a log book. A new 12

week log book is required every 5 years or if there has been substantial change in business use.

- ☐ Summarise other **work-related expenses**, incl **travel, clothing, self-education & other expenses**, you must have receipts to prove the total amount.
- ☐ Record of **hours worked from home** during the year.
- ☐ **Interest** on loans and **other expenses** for **investments**.
- ☐ Summary of **donations** from your receipts. The receipt will indicate if the donation is tax-deductible.
- ☐ **Tax return fee** for last year (if not prepared by us).
- ☐ Ongoing **financial planning fees** (exclude initial costs).
- ☐ **Income protection** insurance premiums.
- ☐ Acknowledgement letter from your super fund if claiming a deduction for personal **super contributions**.
- ☐ Any **other deductions** (bring details)

### Tax Offsets

- ☐ Private **health insurance** statement if lodging before 31st August. Please **request a copy** from your private health provider.
- ☐ **Spouse superannuation** contributions made by you if your spouse's assessable income, reportable fringe benefits and reportable employer super contributions was less than \$40,000.
- ☐ Location(s) and period(s) lived in a **remote area** or served with **overseas forces** for zone offset.

### Other Information

- ☐ Copy of your **spouse's return** (if not being prepared by us) or income details if return not lodged/not required. Income details include –
  - Taxable income
  - Government pensions at item 6
  - Net investment loss
  - Reportable super
  - Reportable fringe benefits
  - Tax exempt pensions received
  - Child support paid
- ☐ Copy of your **return for the previous financial year** (if not prepared by us).
- ☐ Your **bank account details** (BSB, Acct No, Acct Name) if you are a new client or want to change the account used last year. Please note, the ATO no longer issue refund cheques.