Individual Tax Return Checklist

bonsella

Name: _____
Email address: _____
Phone number: _____
Has your residential address changed?
New residential address: _____

Australian tax resident for full year: Yes ☐ No ☐

New clients to Bonsella

	Attached	N/A
A copy of last year notice of assessment	☐	☐
Tax file number _____		
Australian Business Number (ABN) _____		
Date of birth _____		

Income

	Attached	N/A
PAYG Payment Summaries	☐	☐
Lump sum payments (e.g. termination payment)	☐	☐
Partnership distribution statement, including copy of partnership tax return	☐	☐
Trust distribution statement, including copy of trust tax return	☐	☐
Documentation for foreign source income, foreign assets or foreign property	☐	☐
Bank statements stating interest earned, including for term deposits	☐	☐
Dividend statements	☐	☐
Employee share scheme statements	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Buy/sell contract notes for shares/ investments (if any shares were sold)	☐	☐
Tax statement from stockbroker	☐	☐
Rental income (Complete rental property checklist)	☐	☐
Pension/ Annuities details	☐	☐
Statement of income from life insurance payments	☐	☐
Records of cryptocurrency wallet transactions	☐	☐

Work-related deductions

	Attached	N/A
Receipts of depreciable assets bought during the year (laptops, iPad, mobile phone, tools, equipment)	☐	☐
Receipts for home office	☐	☐
Hours spent using home office	☐	☐
Receipts for internet subscription and mobile phone plan	☐	☐
Receipts for purchased software applications	☐	☐
Professional journals/trade magazines	☐	☐
Professional memberships/ subscriptions	☐	☐
Receipts for continuing professional development courses and seminars	☐	☐
Receipts for self-education expenses	☐	☐
Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel	☐	☐
Work related motor vehicle:	☐	☐
Make, model, date and price of purchase details	☐	☐
Work to work kilometres travelled (cents p/km method)	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐
Fuel costs or KM's for fuel estimate	☐	☐
Receipts for insurance	☐	☐
Finance documentation if leased	☐	☐
Receipts for registration	☐	☐
Receipts for repairs and maintenance	☐	☐

Other deductions

	Attached	N/A
Receipts for donations of over $2 to eligible deductible gift recipients	☐	☐
Cost incurred in managing tax affairs	☐	☐
Costs incurred in earning interest, dividend and investment income (interest costs/ advisor fees)	☐	☐
Income protection insurance premiums	☐	☐
Super contribution notice of intent to claim deduction	☐	☐

Offsets/rebates

	Attached	N/A
Private health insurance statement (and details of prepaid premiums)	☐	☐
Details of dependants including their name, age, and legal responsibilities	☐	☐
Spouse details including name, age and income	☐	☐
Superannuation contributions made on behalf of spouse	☐	☐
Zone offset – working in remote area details	☐	☐
Details of an Early Stage Investment	☐	☐
HECS-HELP, SSL, TSL or any study debt	☐	☐

If operating as a sole trader

	Attached	N/A
Cashbook, which includes records of drawings taken before the business takings were banked	☐	☐
Copies of Business Activity Statements lodged	☐	☐
Copies of PAYG summaries for employees	☐	☐
Details of any government grants, rebates or payments received (eg JobKeeper payments)	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (e.g. trial balance, profit and loss, and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐
Notice of superannuation contributions	☐	☐

Other information

	Attached	N/A
Copies of Instalment Activity Statements lodged	☐	☐
Any other information that you think is relevant	☐	☐

Other useful information

	Attached	N/A
Credit card statements	☐	☐
Bank account name, BSB and account numbers	☐	☐
Loan statements	☐	☐
Last year's tax returns	☐	☐
Prior year losses	☐	☐
Details of government payments (child support, Centrelink, parental pay)	☐	☐

Notes: _____