



ARMADA

ACCOUNTANTS & ADVISORS



2018 TAX RETURN CHECKLIST

With the end of financial year fast approaching, we have compiled a checklist regarding income and expenses that need to be on hand for the preparation of your tax return. The ATO have various offsets and deductions available to the taxpayer, refer to the list we have provided. For more information regarding your eligibility for these offsets or deductions, please speak to your Accountant. We hope you find this useful in the PREPARATION OF YOUR TAX RETURN.

Deduction Checklist

Work Related Expenses

- Motor vehicle expense details** for unclaimed work related travel in a personal vehicle, including the work related kilometres traveled. For log book claims, please provide a copy of the log book.
- Other unclaimed work related travel expenses**, such as taxis, public transport and bridge tolls.
- Purchase of compulsory uniforms** and protective clothing including laundry costs for work related purposes.
- Self-education expenses**, including fees, books, stationery, travel and parking.
- Uniform fees** and memberships to industry and professional organisations.
- Purchase of sun protection**, hats, sunglasses and sunscreens for work related purposes.
- Purchase of tools** of trade or equipment for work related purposes. For items over \$300 each, please provide receipts/date of purchase.
- Telephone calls** for work related calls.
- Meal Allowance.**
- Attendance fees** and travel for seminars, conferences and conventions.
- Books, journals, subscriptions** and your professional library expenses.
- Home office set-up expenses** such as depreciation on purchase of equipment, eg. computer, telephone, fax and furniture. Details of home office running expenses such as heating, cooling, lighting and cleaning.

Investment Related Expenses

- Motor vehicle expenses** for investment related travel, including investment related kilometres traveled.
- Telephone accounts** for investment related calls.
- Attendance fees** and travel for investment seminars, conferences and conventions.
- Interest paid** and fees charged on money borrowed for investments.
- Bank fees incurred** on investment related activities and accounts.

Superannuation

- Details of your personal super contributions** ignoring salary sacrifice arrangements or employer super contributions and want to claim a deduction for these. You will need to provide a notice of intent to claim as a deduction from your super fund.

General Expenses

- Donations** to registered charities for \$2 or more.
- Tax preparation fees**, including travel to your tax agent.
- Do you hold **Income Protection Insurance?**
- If you are running a business, did you **purchase any assets** under \$20,000 (ex GST)?

Tax Offsets & Rebates

- Private Health Insurance Rebate** - Please provide your annual tax statement provided by your health insurer so we can work out your entitlement to the rebate.
- Dependant rebates** - If you have dependents including spouse, children and parents or parents in law, please provide their details including name, date of birth and their income. Please confirm if you are in receipt of Family Tax Benefits.
- Zone rebate** - If you resided in a remote area during the year, the number of days and where you resided. NOTE - your main residence must be in the zone area.
- Medical expenses** - Did you have medical expenses relating to disability care, aged care or attendant care?
- HECS/HELP/SSL or AUSTUDY SSL Debt** - Your HECS/HELP/SSL or AUSTUDY SSL statement supplied by your education institution.
- Spouse Income** - Please provide your spouse's taxable income, reportable fringe benefits, tax free pension, reportable superannuation contribution, investment loss, child support paid, super lump sum received if your spouse is 55 to 59 (not all will be applicable).
- Spouse Super Contribution** - Details of any superannuation contributed on behalf of your spouse.
- Senior Australian Tax Offset** - You must meet the age requirement to be eligible for this offset and meet certain conditions relating to your income and eligibility for the Australian Government pension.

Other Information

Residency

If you ceased to, or became a resident during the year, please provide the date the event occurred.

Important

Electronic funds transfer - All tax refunds will only be paid by the ATO electronically and therefore we will require your bank account name, BSB and account number to process your tax refund.

Name:	
BSB:	
Account No:	

Rental Property Tax Return Checklist

Rental Property Worksheet

The following worksheet is an easy way to calculate your net income / loss.

Income	\$\$\$
Rental income	
Other rental related income	
Gross rent	
Expenses	\$\$\$
Advertising for tenants	
Body Corporate fees and charges	
Borrowing expenses	
Cleaning	
Council rates	
Deductions for depreciation	
Gardening / lawn mowing	
Insurance	
Interest on loan (s)	
Land tax	
Legal expenses	
Pest control	
Property agent fees or commission	
Repairs and maintenance	
Capital works deductions	
Stationery, telephone and postage	
Water charges	
Miscellaneous rental expenses	
Total expenses	
Net rental income / loss (calculated "Gross rent" less "Total expenses")	

Total rental income earned including bond money retained due to damage or in place of rent and insurance payouts. You may obtain an annual statement from your real estate agent to provide to us to calculate.

All rental expenses such as the items found in the "Rental Property Worksheet" (below).

If the property has more than one owner, **your percentage share of co-ownership.**

Tax Depreciation Schedule (Deductions for decline in value of depreciating assets, capital works deductions).

Electronic Tax Return Service

Our electronic tax return service is available in all of our offices, feel free to provide all documentation as disclosed on our checklist electronically to our email address, by referring to our contact details below.

Osborne Park Office

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**TAX & ACCOUNTING | AUDITING | BUSINESS MANAGEMENT | BUSINESS CONSULTING
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