

2017 CHECKLIST

WHAT TO BRING WITH YOU

Put together your information using this checklist as a guide and call us to make an appointment:

Montmorency office - 9431 1420
Doreen office - 8724 0107

GENERAL

- Bank account details for the direct deposit of any tax refund: account name, BSB and account number.
- Full name, tax file number, ABN, date of birth, email and phone details and a copy of 2016 tax return and financial statements.

INDIVIDUALS

- PAYG payment summaries (including any government allowances, pensions, superannuation and termination payments or foreign income).
- Investment Income documentation - interest, dividends, distribution and rental income.
- Car expenses (fuel, registration, insurance, repairs, finance costs), and current log book if applicable, travel expenses (work related), uniforms, dry cleaning, protective clothing, mobile phone, union fees, home office, seminars and self education (work related), tools purchased, donations, details of income protection insurance.
- Investment deductions: real estate statement, interest on investment loans, repairs and maintenance, council and water rates, copy of quantity surveyor report.
- Details of any assets sold during the year - purchase price, proceeds and other selling costs.
- Private health cover details.

BUSINESS (IN ADDITION TO THE ABOVE)

- Accounting records kept for the year including bank reconciliation, debtors and creditors, electronic file or access details for cloud based products including MYOB, Quickbooks and Xero.
- Details and documentation for Workcover, payroll, insurances, banks statements, bank loan statements, hire purchase, lease or chattels mortgage agreements.
- Details of any capital purchases made for the year including associated finance contracts.

SELF MANAGED SUPER FUND (SMSF)

- Banks statements for all bank accounts and loan accounts if applicable.
- Portfolio statements as at 30 June 2017.
- Details of all investment purchases and sales for the period from 1/7/2016 to 30/6/2017.