

Detailed tax return checklist for Individuals, Companies, Trusts & Superannuation Funds | 2008

2008 Individual Tax Return

Name of Taxpayer: _____

Address: _____

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
Income PAYG summaries from employers, Centrelink and/or superannuation funds Lump sum payments (for example, Employment Termination Payment) Trust distribution statement, including copy of the trust's tax return Managed fund annual tax statement and capital gains tax statement Partnership distribution statement, including a copy of the partnership's tax return Dividend statements Bank statements detailing interest earned Term deposit statements detailing interest earned Buy/sell contract notes for shares (if any shares were sold)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Work-related Deductions Details of depreciable assets bought during the year (for example, laptops) Professional journals / magazines Professional memberships / subscriptions Receipts for continuing professional development courses and seminars Receipts for self-education expenses if related to employment Receipts or evidence of work-related deductions, such as protective clothing, uniform expenses and travel expenses Vehicle log book for motor vehicle expenses	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Other Deductions Receipts for donations of \$2 and over to registered charities Expenditure incurred in managing tax affairs (for example, tax agent's fees) Expenditure incurred in earning investment income (for example, brokerage fees) Income protection insurance premiums	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rental Property Annual statement from property agent (if engaging the services of an agent) Date when property was purchased Details of depreciable assets bought or scrapped during the year Expenses incurred which are not detailed on the property agent annual statement, such as water charges, land taxes and insurance premiums If property is held by more than one individual, please provide details of owners and their legal ownership percentage If property was disposed off during the income year, information relating to dates and costs associated with the acquisition and disposal of the property Loan statements for property, showing interest paid for the income year Period property was rented out during the income year Records detailing rental income (if not engaging the services of an agent) Records of expenses relating to the property (if not engaging the services of an agent)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Offsets / Rebates Details of any superannuation contributions for spouse Details of dependants, including their age, occupation and income Details of medical expenses where the total exceeds \$1,500 (after Medicare and private health fund rebates) Private health insurance statement (if insurance is held with your partner, please state who is the primary holder and provide the age of your partner)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If Operating as a Sole Trader Cashbook, which includes records of drawings taken before the business takings are banked Copies of BASs lodged Copies of PAYG summaries for employees Details of any Government grants, rebates or payments received Details of superannuation contributions for employees Payments of salaries and superannuation to associates Records from accounting software (for examples, trial balance, P&L and balance sheet) Statements of all liabilities of the business Superannuation contributions for self-employed persons	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Other Information Copies of IASs lodged If you have any doubt about any income or expenses you've received or incurred, bring the documents with you Any other information that you think is relevant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2008 Superannuation Fund Tax Return Checklist

Name of Fund: _____

Address: _____

Trustee: _____

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements for the period 1 July 2007 to 30 June 2008	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Investments	<input type="checkbox"/>	<input type="checkbox"/>
Copies of annual tax statements for investments in forestry managed investment schemes	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any off-market transfer forms for any in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmations for purchases in forestry managed investment schemes	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmations for units purchased in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of distribution statements from trusts	<input type="checkbox"/>	<input type="checkbox"/>
Copies of maturity notices for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income, such as rental income	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment assets purchased and sold	<input type="checkbox"/>	<input type="checkbox"/>
Details of investment in related parties, including any outstanding distributions to be received	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Contributions Received Records of all employer contributions (including salary sacrifice contributions) Records of any undeducted personal contributions Records of any contributions where no TFN was quoted Written notices from members stating intention to claim deductions for their personal contributions Acknowledgement notices by trustee to members, confirming receipt of notices for personal contributions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rollovers Details of rollovers into the fund	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Insurance Policies Copies of annual life insurance statements provided for members	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Benefits Paid Copies of any lump sum benefits paid to members Details of pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Information Auditor's report for the previous financial year and record of audit fees Copies of IASs and/or BASs lodged Copies of minutes of meetings Copies of trustee declarations for any new trustees, or directors of corporate trustees Copy of investment strategy Record of all members as at 30 June 2008 If you have any doubt about any income or expenses you've received or incurred, bring the documents with you Any other information that you think is relevant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2008 Company, Trust or Partnership Tax Return Checklist

Name of Entity: _____

Address: _____

Contact Person: _____

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
Income Accounting information, including trial balance, P&L and balance sheet Asset register detailing depreciable assets bought, sold or scrapped during the year Cashbook (if maintained) Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible) Copies of sell notes for units in managed funds sold (include original purchase notes if possible) Details of any other income, such as rental income Details of any other investments sold Details of any subsidies, grants and payments received Details of interest and repayments received from shareholders Details of proceeds from disposal of capital assets Managed funds distribution statements, annual tax statements and capital gains statements Dividend statements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Deductions Details of advertising and marketing expenses Details of bad debts actually written off during the year (please provide documentary evidence) Details of bonuses and commissions paid to employees Details of bonuses and commissions paid to external parties Details of bonuses paid to directors Details of borrowing costs for new loans entered into during the year Details of directors' fees Details of donations of \$2 and over to registered charities Details of entertainment expenses Details of expenses associated with establishing, expanding, merging or liquidating the entity, which were incurred during the year Details of fringe benefits tax paid (please provide FBT return lodged) Details of interest on loans Details of lease expenses for motor vehicles, premises and equipment Details of legal expenses	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information Required	Information Provided	Not Applicable
Additional Information – Company Auditor’s report (if applicable) Copies of all BASs or IASs lodged for the year Copies of minutes of company meetings If you have any doubt about any income or expenses the company has received or incurred, bring the documents with you Any other information that you think is relevant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Additional Information – Trust Copies of all BASs or IASs lodged for the year Copies of minutes of trust meetings, in particular distribution resolutions Copy of trust deed, if not already supplied Details of any units redeemed or issued during the year Details of any unpaid present entitlements to beneficiaries If trust was resettled during the year, please provide details If you have any doubt about any income or expenses the trust has received or incurred, bring the documents with you	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Additional Information – Partnership Copies of all BASs or IASs lodged for the year Copies of minutes of partnership meetings Copy of partnership agreement If the partnership was (re)structured during the year, please provide details If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents with you	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Important: This is not advice. Clients should not act solely on the basis of the material contained in this Bulletin. Items herein are general comments only and do not constitute or convey advice per se. Also changes in legislation may occur quickly. We therefore recommend that our formal advice be sought before acting in any of the areas. The Bulletin is issued as a helpful guide to clients and for their private information. Therefore it should be regarded as confidential and not be made available to any person without our prior approval.