

ITR SUPPORTING DOCUMENT CHECKLIST

<u>INCOME</u>		
Salary/ Wages	Payment Summaries issued by employer (PAYG, Group Certificate) Allowances, Director's Fees etc	<input type="checkbox"/>
Interest Income	Bank Interest Details / Yearly Summaries	<input type="checkbox"/>
Dividends	Dividend statements (e.g shares, bonds)	<input type="checkbox"/>
Other income	Details of Government Allowance related payments received (if any) Eg Newstart, Youth Allowance, Austudy, Parenting/Partnered Payments, Australian Government Pensions	<input type="checkbox"/>
<i><u>Rental Properties & Share Trading refer to sections below</u></i>		
<u>DEDUCTIONS</u>		
Motor Vehicle related expenses (e.g Log Book, M/V operating)	Do you use your vehicle for business travel? Eg travel from place of work to another place of work or meetings etc (not home to work) If so, please determine business kms travelled per week/month or if applicable provide log book. Details of motor vehicle eg make, model, and registration number.	<input type="checkbox"/>
Work related Travel (Transport, accommodation)	Expenses incurred as a result of travel required for business eg airfares, accommodation, cab charges etc	<input type="checkbox"/>
Work-related Uniform expenses (dry cleaning,	Purchase of work uniform? Dry-cleaning expenses? Uniform has to be compulsory eg have company logo or be	<input type="checkbox"/>

protective clothing & footwear)	occupation specific/protective-type clothing. Eg Hi-vis vests/jackets, non-slip safety shoes/boots etc	
Work related self-education expenses	Any courses undertaken and paid for that relate to your employment eg course fees, tuition fees etc Any other expenses incurred in sel-education activity eg stationery supplies, printing/office supplies	<input type="checkbox"/>
Other work-related expenses	Details of any other expenses that relate to your employment eg stationery, office supplies, mobile costs, internet use, subscriptions, membership/union fees etc	<input type="checkbox"/>
Gifts or Donations	Any charitable donations made during the year	<input type="checkbox"/>
Tax preparation fees	Fees paid for tax return preparation in the previous year	<input type="checkbox"/>
Other Deductions	Deductions not relating to any of the above categories Eg Income Protection	<input type="checkbox"/>
<u>RENTAL PROPERTIES</u>		
Rental Income	Annual rental property summary received from agency showing total rental income received as well as all expenses paid directly to the real estate agency	<input type="checkbox"/>
	Loan statements for the loan relating to the rental property and/or an interest summary showing the total interest paid for the relevant financial year.	<input type="checkbox"/>
	Details of all other expenses paid in relation to the rental property eg council rates, water rates, landlord insurance, body corporate, land tax, annual loan fee/bank fees as well as any repairs and maintenance expenses incurred.	<input type="checkbox"/>
	If you have a depreciation schedule for the property could you please bring that along to your appointment or e-mail a soft copy to info@deryan.com.au	<input type="checkbox"/>

<u>CAPITAL GAINS/LOSSES</u>		
Property	Details of Purchase Costs & Sales Proceeds (Contract of sales for both)	<input type="checkbox"/>
	Agent Commissions & Advertising Costs	<input type="checkbox"/>
	Stamp Duty Paid	<input type="checkbox"/>
	Bank & Loan Fees Upon Sale	<input type="checkbox"/>
	Conveyancing/Solicitor's fees and charges	<input type="checkbox"/>
Shares	Buy confirmation notices/orders	<input type="checkbox"/>
	Sale confirmation notices/orders	<input type="checkbox"/>
	Dividend Re-investment details/notices	<input type="checkbox"/>
<u>SOLE TRADING BUSINESS ACTIVITIES</u>		
Share Trading	Buy & Sell Confirmations for all share transactions	<input type="checkbox"/>
	Portfolio Reports (start & end of financial year)	<input type="checkbox"/>
	Bank Loan Details (Margin Loan/Bank Interest)	<input type="checkbox"/>
	Dividend statements	<input type="checkbox"/>
Sole Trader Business Details	Total income received for relevant financial year (e.g bank statements, receipt/invoices, your own summaries if you maintain them)	<input type="checkbox"/>
	Total expenses paid (Bank statements, Receipts/Invoices, your own summarised expense details if you maintain them)	<input type="checkbox"/>
<u>PRIVATE HEALTH INSURANCE</u>		
Private Health Insurance	Private Health Insurance Annual Report for the relevant financial year showing the premiums you have paid and your share of rebates received.	<input type="checkbox"/>