

## Individual Tax Return Document Checklist July 2023 - June 2024 Financial Year



We have prepared this Checklist as a guide to help you collect the documents that will help us to prepare your 2024 tax return. As you gather together receipts, statements and other documents, please check them off below and look through the list to see if anything is missing. We hope you find it useful.

<b>Personal Details</b>	<i>New clients – please complete</i>	<i>Continuing clients - please notify us of any changes</i>
Full Name: _____		Main Occupation: _____
Tax file number: _____		Spouse's Name: _____
ABN: _____		Spouse's Date of Birth: _____
Date of Birth: _____		Period that you had a Spouse during the year: _____
Address: _____ _____		Names and Dates of Birth of Dependent children: _____ _____
Phone: _____		_____
Email: _____		_____
<i>Bank account details for potential refund</i>		
BSB: _____	Acc. No.: _____	_____
Acc. name: _____		_____

<b>Income</b>	Information Provided	Not Applicable
Final Payment Slip(s) for the Financial Year (PAYG summaries are no longer provided by most employers)	<input type="radio"/>	<input type="radio"/>
Employer Lump Sum Payments	<input type="radio"/>	<input type="radio"/>
Government allowances and payments – Austudy payment, Youth Allowance, Veteran payments, etc.	<input type="radio"/>	<input type="radio"/>
Government Pensions – Age pension, Disability Support Pension, Carer payment etc.	<input type="radio"/>	<input type="radio"/>
Interest – Bank account and Term Deposit statements showing interest earned and account number	<input type="radio"/>	<input type="radio"/>
Dividend statements	<input type="radio"/>	<input type="radio"/>
Partnership and / or Trust Distribution statements, Managed Fund annual tax statements	<input type="radio"/>	<input type="radio"/>
Employee Share Scheme statements	<input type="radio"/>	<input type="radio"/>
Shares – contract notes for shares bought or sold during the year	<input type="radio"/>	<input type="radio"/>
Purchase and Sale documents for properties/assets sold during the Financial Year (excl. Primary residence)	<input type="radio"/>	<input type="radio"/>
Foreign Income	<input type="radio"/>	<input type="radio"/>
Income from Sharing Economy- Airbnb, Airtasker, DiDi, Menulog, Uber, etc.	<input type="radio"/>	<input type="radio"/>
Any other Income – Director's fees, tips, allowances, royalties, superannuation benefit payments, etc.	<input type="radio"/>	<input type="radio"/>

<b>Sole Traders</b>	Information Provided	Not Applicable
Xero files: Send invitation to "Advisor Access and Manage User" to <a href="mailto:xero@whittleaa.com.au">xero@whittleaa.com.au</a>	<input type="radio"/>	<input type="radio"/>
MYOB files: Send invitation with 'Administrator' access to <a href="mailto:myob@whittleaa.com.au">myob@whittleaa.com.au</a>	<input type="radio"/>	<input type="radio"/>
Cashbook or other accounting records	<input type="radio"/>	<input type="radio"/>
Receipts for expenses and assets purchased	<input type="radio"/>	<input type="radio"/>
Invoices issued	<input type="radio"/>	<input type="radio"/>
Bank statements	<input type="radio"/>	<input type="radio"/>

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<b>Rental Properties</b>	Information Provided	Not Applicable
Annual Statement from Property Agent (or other records detailing Rental Income)	<input type="radio"/>	<input type="radio"/>
Loan statements showing interest paid during the Financial Year	<input type="radio"/>	<input type="radio"/>
Expenses incurred privately – Water charges, Council rates, Land tax, Insurance premiums, Repairs and maintenance, Gardening, Pest control, Strata levies etc.	<input type="radio"/>	<input type="radio"/>
Receipts for any works costing over \$300	<input type="radio"/>	<input type="radio"/>
If Purchased or Sold during year – Settlement statements, Legal fees, Other costs of Sale or Purchase, Loan establishment / Exit fees, Refinancing fees, etc.	<input type="radio"/>	<input type="radio"/>

<b>Work Deductions</b>	Information Provided	Not Applicable
Work-related Vehicle expenses – kilometres travelled for work, Vehicle Logbook, information about electric vehicles used for work etc.	<input type="radio"/>	<input type="radio"/>
Work-related Travel expenses – parking, tolls, taxis, flights, accommodation, etc	<input type="radio"/>	<input type="radio"/>
Work-related Clothing and Laundry expenses	<input type="radio"/>	<input type="radio"/>
Work-related Self-Education expenses	<input type="radio"/>	<input type="radio"/>
Union fees, professional memberships, subscriptions, professional books or journals, etc	<input type="radio"/>	<input type="radio"/>
Mobile Phone and Internet expenses – total amounts paid and proportion claimed for work	<input type="radio"/>	<input type="radio"/>
Work from home expenses	<input type="radio"/>	<input type="radio"/>
- Diary/ record of actual hours worked from 1 July 2023 to 30 June 2024	<input type="radio"/>	<input type="radio"/>
- Records of working from home expenses e.g. internet, phone, energy, stationery, etc.	<input type="radio"/>	<input type="radio"/>
Computer or other assets purchased, including proportion used for work	<input type="radio"/>	<input type="radio"/>
Any other Work-related expenses	<input type="radio"/>	<input type="radio"/>

<b>Other Deductions</b>	Information Provided	Not Applicable
Donations of \$2 or more to registered Deductible Gift Recipients	<input type="radio"/>	<input type="radio"/>
Investment expenses – bank fees, management or adviser fees, interest on investment loans, etc	<input type="radio"/>	<input type="radio"/>
Costs of managing tax affairs (other than Whittle & Associates invoices and ATO interest)	<input type="radio"/>	<input type="radio"/>
Personal Super Contribution – Notice of Intent to Claim a Deduction and acknowledgement from the fund	<input type="radio"/>	<input type="radio"/>
Income Protection Insurance premiums	<input type="radio"/>	<input type="radio"/>

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Extra Information	Information Provided	Not Applicable
New clients: Copy of last tax return lodged	<input type="radio"/>	<input type="radio"/>
Private Health Insurance statement (if provided to you)	<input type="radio"/>	<input type="radio"/>
Spouse's Taxable Income (if tax return is not done by Whittle & Associates)	<input type="radio"/>	<input type="radio"/>
Did you change your Name during the year?	<input type="radio"/>	<input type="radio"/>
Did you make any Child Support payments during the year?	<input type="radio"/>	<input type="radio"/>
Do you have any foreign assets or property?	<input type="radio"/>	<input type="radio"/>
Did you arrive in or leave Australia permanently during the year? When: _____	<input type="radio"/>	<input type="radio"/>

If you have any questions about the items on these lists, please do not hesitate to contact us.

I consent to Whittle & Associates preparing my income tax return for the year ended 30 June 2024:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_