



Raw Accountants Pty Ltd

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2017 INFORMATION CHECKLIST

The following checklist is a guide to assist in collating all the details necessary for the preparation of your taxation returns. It is by no means exhaustive.

To ensure that you will obtain the maximum deductions to which you are entitled, and in consideration of the penalty provisions, full details of any claims should be provided and supporting documentation be available should it be required. Documentation must comprise receipts, dockets, diary notations, log book and details of any estimates.

For Business Tax Returns

- Copies of activity statements – Business and Instalment Activity Statements for the year 1 July 2016 to 30 June 2017, including your calculation sheets and payment details.
- Bank statements on all accounts including term deposits, business loans, mortgages, hire purchase/leases etc. from 1 July 2016 to 30 June 2017. If statements start after 1 July 2016, please provide June 2016 statement to include July 2016.
- Cheque butts, deposit books including 1 July 2016 and up to 30 June 2017.
- MYOB disk in envelope, including version used, password and name of file. Or an emailed backup of the file.
- Motor Vehicle expenses: logbook totalled odometer readings at 1 July 2016 and 30 June 2017. Petrol, service costs, rego and insurance, lease costs, maintenance costs: all receipts to be provided totalled.
- For manual systems – receipts sorted into categories with a summary and total.
- Motor vehicles, tools, plant and equipment, office equipment: please provide date of purchase, cost of purchase or in the case of selling: date of sale, price of sale or trade-in etc. Please total and provide receipts.
- Real estate purchases/sales: Copies of contract, solicitors' accounts, loan agreements, bank statements, agent commission, stamp duty and legal fees etc.
- Lease/Hire purchase/Loan: all details including agreements and statements for the year.
- Trade debtors and creditors as at 30 June 2017 unless you are operating on a cash basis as a small business entity.
- Stock on Hand at 30 June 2017.
- Payroll: payment summaries issued (group certificates), payroll books, wages books and super contributions made on behalf of your employees; tax withheld on behalf of your employees and paid to the Tax Office subsequently.



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For Personal Tax Return

Income

- PAYG Summaries (Group Certificates)
- Lump Sum and Termination Payments
- Contract Income
- Consultants Fees
- Superannuation Benefits/Rollovers
- Allowances, Bonuses, Tips Incentives
- Share Options
- Employee Share Schemes
- Other Pensions/Annuities
- Government Allowances and Pensions
- Reportable Fringe Benefits
- Investment Income
- Interest on bank accounts and term deposits
- Dividends and franked credit details
- Foreign Income including Salary/Wages
- Trust Distributions-Annual Statements
- Partnership Distributions
- Deceased Estates
- Capital Gains-details of assets or investments acquired or sold. For assets sold – purchase price, date acquired, sale price, date of sale, stamp duty, legals and agent's commission.
- Foreign Income
- Foreign Pensions
- Rental Income – details of property, dates rented, private use
- Exempt Income Received
- Income – spouse/partner Taxable Income, Reportable Fringe Benefits and Super

Tax Offsets

- Medical Expenses can only be claimed in 2016 for Disability Aids, Attendant Care or Aged Care can still be made. Please ask for advice re this issue.
- Zone Rebate
- Private Health Insurance Rebate statement
- Spouse Rebate if spouse born before 1/7/1952
- TFN of spouse and details of income
- Dependant names and date of birth

Expenses

- Work-related car expenses claims – all expenses if more than 5,000 km to be claimed
- Log Book to verify car use for business
- Other work related travel expenses
- Work related uniform and clothing expenses
- Seminars and courses not at an educational institution – professional development
- Home office – average hours per week
- Computer and software
- Telephone/Mobile Phone accounts
- Tools & Equipment
- Subscriptions and Union Fees
- Journals/Periodicals
- Depreciation
- Sun protection products
- Work/Business use % of computers, telephones, tools equipment, and sun protection items etc.
- Foreign Income Deductions and Foreign Tax Paid
- Interest and Dividend deductions
- Gifts and Donations
- Cost of Managing Tax Affairs
- Rental Expenses: Loan Interest, Rental Statements, Rates, Land Tax, Water, Body Corporate, Insurance, Travel, Repairs etc.
- Tax Losses of earlier income years

Other Information

- HELP and Student Financial Loan Statements
- Details of Private Health Cover
- Copies of 2016 Income Tax Returns for new clients or last lodged income tax return
- Spouse's taxable income if return not completed in this office – now required to determine if eligible for certain rebates
- Bank Account details for deposit of refund
- Superannuation contributions
- Child support paid or benefits provided



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