CTC ACCOUNTANTS
TAX & BUSINESS SERVICES

2016 INDIVIDUAL TAX RETURN CHECKLIST

1 July 2015 - 30 June 2016

The following checklist is a guide to help you provide all the documents necessary for us to complete your 2016 Individual Income Tax Return. Should you have any queries please do not hesitate to contact our office on (02) 6583 8533.

Item Required	Enclosed Y/N	Client Comments if any
Bank Details required (ATO requirement)		
- Please provide the following details: BSB, a/c no. & a/c name.		
Private Health Insurance - Annual Tax Statement		
- If you and/or your spouse are covered by private health insurance, please provide the annual taxation statement supplied by your fund (this must be provided in order to finalise your return).		
Spouse Details		
- if you had a spouse for all/or part of the income year. We will need their full name, TFN, date of birth and their taxable income for 2016.		
Income:		
-PAYG Payment Summaries from employers, income streams & Centrelink		
-Lump Sum Payment Statements (eg. employment termination payments)		
-Bank Statements showing interest earned including Term Deposits		
-Details of foreign income (if applicable)		
-Dividend Notices (the paid date is the relevant date for tax purposes)		
-Managed Fund Annual Taxation Statements & Capital Gains Tax Statements		
-Buy/Sell Contracts for all shares or units sold during the financial year		
-Information regarding employee share schemes		
Deductions:		
-Evidence of work related vehicle expenses, including log book (if applicable)		
-Receipts for work related travel expenses		
-Receipts for work uniform or protective clothing expenses		
-Receipts for self education expenses related to employment		
-Receipts for depreciable assets purchased (ie. computers)		
-Details of Income Protection premiums (annual taxation statements)		
-Details of other work related expenses (telephone, subscriptions, union fees)		
-Receipts for tax deductible donations		
-Details of previous years accountancy fees (for new clients)		
Investment Property:		
-Real estate agent's monthly and or annual statements where applicable		
-Receipts for depreciable assets purchased during the financial year		
-Receipts for expenses ie. rates, insurance, strata fees, land tax, gardening		
-Details of interest/fees on borrowings (provide all loan statements)		
-If property was purchased or sold during the financial year: front page of contract, settlement statement, solicitors fees & agents commission		
Offsets/Rebates:		
-Details of any child support paid		
-Details of out of pocket medical expenses disability aids, attendant care or aged care only, income tested		
-Details of dependents including name(s) & date of birth(s)		
-Details of spouse superannuation contributions if any		
-Details of any HECS/HELP debt or Finanical Supplement Loan Payments		