



2011 Income Tax Return Checklist

Income Details

- PAYG Payment Summaries, Statements of Earnings
- Pension, Centrelink, Austudy / Abstudy, Parenting Allowance statements
- Retirements Benefits, Statements of Eligibility Termination Benefits and Group Certificate
- Superannuation Pensions and Annuities including Undeducted Purchase Price
- Interest from Bank Accounts including Account Number and Interest Received
- Dividends from all companies including Imputation Credits
- Rental Property income and expenses
- Capital Gains: including the cost price/date purchased and the selling price/date sold of shares, rental property and/or land.
- Trust Distributions: including your tax summary sheet supplied by the Trust (usually received Aug/Sept)
- Income from overseas (eg: UK pension)
- Sole Trader Income and Expenses – supply spreadsheet/reports or backup disc or other medium with program and password details
- Other Income from any other source such as Employee Share Schemes, Director fees, Contract Work etc

Deductions (you will need supporting documentation)

- Motor Vehicle Expenses, log book or number of Kilometers travelled – note type of vehicle
- Purchase/Maintenance of uniforms, Purchase of Protective Clothing, Dry Cleaning Expenses
- Self Education Expenses
- Work related expenses such as Union Fees, Telephone Calls, OT Meals, Registration/License, Sun Protection
- Donations to registered charities (this does not include purchase of raffle tickets or goods received)
- The purchase price of Australian or Foreign Pensions or annuities
- Accountancy or Tax Agent Fees
- Home office expenses: electricity, phone, internet

Rebate Details

- Private Health Insurance – Fund Name/Policy Number, Cover Type
- Superannuation Contributions, HECS/HELP Debts, Supplementary Loan Details
- Spouse, Children details including FTA allowance from Social Security
- Net medical expenses – only those not reimbursed from private health fund or Medicare
- Other Tax Offsets – Mature age worker, Entrepreneur Rebate, 30% Child Care Rebate
- Education Primary & Secondary – details of expense/s & supporting document/s

This checklist is to help our clients prepare for their individual tax returns and outlines the key documents and information required by Mackenzie & Co. to quickly and efficiently prepare your tax return. If in doubt, bring in all information.

If we can assist you with any additional information, please do not hesitate to contact us directly on (03) 52231344.