

ATO Checklist

*Help When You Need It from the
Northwest Accountancy Team*

- Have you reviewed your prefill report from the ATO?

PAYG PAYMENT SUMMARIES

- Income from ALL jobs during the year Include Centrelink payments
- Payouts from work: Employment Termination Payments Employee Share Scheme Statement
- Superannuation pension/payment advice

INTEREST EARNED

- Amount earned on Bank Accounts including Term Deposits & Sharesaver Accounts - Bank
- Statements or Summary
- Name of Account Holder (Joint Names?)

CONTRACT/BUSINESS INCOME

- Australian Business Number (ABN)
- Cashbook & BAS statements for the financial year
Details of business name / Type of income
- All expenses you wish to claim. (See work related expenses for examples)

SHARES AND INVESTMENTS

Details of dividends received:

- Copies of Dividend advice slips including Dividend Reinvestment Plan (Usually 2 for each year, based on payment date)
- Sale of Shares: Buy & Sell contracts showing, Detail date of sale, Number of shares sold, Amount received, Details of date purchased & amount paid for shares.
- Share Portfolio & Managed Fund Annual Tax Summaries
- Margin Lending interest

RENTAL PROPERTIES

- Address of Property
- Dates rented
- Total rent received for the year
- If managed by an agent, copies of the monthly statements or annual summary
- List of all expenditure on the property paid by yourself, eg, advertising.
- Repairs, rates - water & shire, land tax, insurance, gardening
- For improvements to the property we require date, supplier, amount paid & what the expense was for
- Depreciation report prepared by a quantity surveyor
Loan Statements detailing total loan interest & borrowing costs.

If you own a rental property, use a spreadsheet to summarise your income and costs, and bring it to your appointment. File available for download at our website.

www.northwestaccountancy.com.au/tax

Did you sell an investment property? If you did, then we require your offer & acceptance documents plus settlement statements including date of sale, when & how much it was bought for & how much it was sold for, the fees included in buying & selling it eg. Stamp Duty, Agent Fees. Did you ever live in the property? Provide dates lived in property.

WORK-RELATED EXPENSES

- Work-related travel
- Work-related vehicle use (see motor vehicle deductions)
- Work-related telephone (home)*
- Work From Home (days/hours calculations)*
- Percentage of computer/Internet for work*
- Mobile Phone Costs (work percentage)*
- Stationery
- Books or Journals
- Union Fees
- Membership to Professional Bodies
- Uniform or Protective Clothing & Laundry
- Sun protection costs
- Self-education expenses
- Tools Purchased

*** Usage Logs are Required**

If you have multiple receipts, total your receipts in a spreadsheet & bring the totals along to your appointment. Click the QR code to get the download sheet.

OTHER DEDUCTIONS

- Tax deductible donations
- Related Tax Agent Fees
- Income Protection Insurance

MOTOR VEHICLE DEDUCTIONS

- Record of kilometres driven for work (if using c/km method)
- Log Book if using Actual method; AND:
- Fuel, Repairs, Insurance, Registration, Tyres
Interest on Loan, Depreciation, Hire Purchase Interest
- Details of vehicle (date purchased, cost, make, model)
- Can you prove you own the vehicle if needed?

REBATES

- Details of Spouse/Defacto Taxable Income Spouse's date of birth
- Spouse's tax file number
- Amount of Parenting Allowance received
- Number of dependants, their dates of birth and name of school
- Where you have lived during the year E.g 5 months Karratha, 1 month Newman, 6 months Perth.

PRIVATE HEALTH INSURANCE

- Private Health Fund Annual Statement

**Please note that we will check any tax records held by the ATO but this is a check only & not a complete record of your tax affairs. You are required to provide all information. We will also need to see a source of ID for you before we prepare your tax (can be done electronically). Read our Terms and Conditions here.*



SCAN ME

08 9185 9400
ADMIN@NWAPILBARA.COM.AU
7/43 BALMORAL ROAD,
KARRATHA WA 6714
www.northwestaccountancy.com.au

