

Individual Checklist

CLIENT DETAILS (please provide details where changes have occurred)

TAX FILE NUMBER: / /	ABN:
NAME: Mr/Mrs/Ms/Miss	
RESIDENTIAL ADDRESS.....	
POSTAL ADDRESS.....	
Has your postal address changed since last lodging a tax return? YES NO	
TELEPHONE NUMBER: (H)	(W)
E-MAIL :	FAX
DATE OF BIRTH:/...../.....	
OCCUPATION:.....	
NAME OF SPOUSE/DE FACTO:.....	
If married/de facto in 2016/2017, what date did this occur:/...../.....	

INCOME (please provide details where appropriate)

PAYG Summaries (previously known as Group Certificates)	YES NO
Pensions/Allowances details (Centrelink statements)	YES NO
Details of interest earned (Bank Statements, Farm Management Deposits)	YES NO
Summary of dividends received and dividend reinvestments (Dividend Slips)	YES NO
Details of Managed Funds distributions received (Final distribution may not be received until July/August). <i>Please supply the Annual Consolidated Tax Distribution Statement when available.</i>	YES NO
Rental Properties - income and expense details - plant purchases and/or sales (including dates, amounts) - please supply a copy of the Managing Agents Statement, if managed.	YES NO
Capital Gains - sale of any shares and/or managed funds, units or other property (purchase & sale documents including cost base details, date of purchase) - details of plant & equipment purchased / sold	YES NO
Eligible Termination Payments (ETP's) & Rollover Statements	YES NO
Other Income – including contracts, consultancy, royalties, lump sums, foreign income.	YES NO

DEDUCTIONS

Details of Work Related Expenses	YES NO
- Self education	
- Car (including logbook, kilometres travelled and finance contracts)	
- Travel Itineraries / diaries for interstate / overseas travel	
- Uniform, laundry, dry cleaning	
- Other – Union fees, trade magazines, sunscreen lotion, sunglasses (if work in the sun)	
- Income Protection Insurance	
Investment Related Expenses (eg Bank Fees & Financial Advice)	YES NO
Primary Producers	YES NO
- Farm Management Deposits <i>Provide us with a list of all Farm Management Deposits held by each person and with which financial institution these are held.</i>	
Donations	YES NO

