

## PREPARATION CHECKLIST

# Individual Income Tax Return

To assist us in preparing your **2026 income tax return**, please use this checklist when you compile your information and return it along with your information. Completing the checklist can take some time and effort, however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

Once we have completed your tax returns and financial statements (if applicable), we will forward them to you for digital signature unless you specifically request paper copies. For more information on how to sign your financial statements and tax returns please click on the links provided below.

[Financial Statements](#)

[Tax Return](#)

**Please ensure you complete ALL relevant questions and provide additional information as required in electronic format.**

| Your Details             | Spouse/Partner |  |
|--------------------------|----------------|--|
| Full Name(s)             |                |  |
| Postal Address           |                |  |
| Residential Address      |                |  |
| No of Dependent Children |                |  |
| Email                    |                |  |
| Mobile                   |                |  |
| Home Phone               |                |  |

Are we preparing your Tax Return for the first time?

☐

If No, Skip to next page.

**In YES Please complete this green section. If NO, continue to next page.**

*Please supply the following information*

|                   |  |  |
|-------------------|--|--|
| Tax File Number   |  |  |
| A.B.N.            |  |  |
| Date of Birth     |  |  |
| Children's Names  |  |  |
| Children's D.O.B. |  |  |

Please also provide a copy of your last income tax return

### Financial Institution Details

|                                                                                 |  |                 |  |
|---------------------------------------------------------------------------------|--|-----------------|--|
| BSB Number:                                                                     |  | Account Number: |  |
| Account Name:                                                                   |  |                 |  |
| Financial Institution Name:                                                     |  |                 |  |
| Have you updated your bank details in the ATO Portal/MyGov this Financial Year? |  |                 |  |

**Note: The ATO has now advised that it will only pay refunds via electronic transfer.**

| Income                                                                                                                            | N/A | Filed in Client Portal |
|-----------------------------------------------------------------------------------------------------------------------------------|-----|------------------------|
| Salary or wages (please provide Income Statement)                                                                                 |     |                        |
| Allowances, earnings, tips, directors' fees etc.                                                                                  |     |                        |
| Employer lump sum payments e.g. Pro Rata Annual Leave                                                                             |     |                        |
| Employment Termination Payments                                                                                                   |     |                        |
| Australian Government allowances such as new start, youth allowance, and Austudy payments                                         |     |                        |
| Australian Government pensions and allowances                                                                                     |     |                        |
| Australian superannuation pensions or lump sum payments                                                                           |     |                        |
| Bank Interest (please provide bank interest summary)                                                                              |     |                        |
| Dividends from companies in Australia (including any reinvested) - please provide dividend statements.                            |     |                        |
| Distributions from partnerships and/or trusts                                                                                     |     |                        |
| Income from Managed Funds/ETF's (include annual tax statement)                                                                    |     |                        |
| Foreign income (including pensions) and foreign assets or property (including foreign rental properties)                          |     |                        |
| Rental properties (refer to separate Rental Property checklist)                                                                   |     |                        |
| Have you sold any investments or major assets? (e.g. Shares or property) Please attach consultant notes on Settlement Statements. |     |                        |
| Have you received any other income? If so please provide details.                                                                 |     |                        |

If you have answered yes to receiving any other income, please provide the details below:

| Income type | Amount received |
|-------------|-----------------|
|             |                 |
|             |                 |
|             |                 |

| Work related Expenses                                                                                                                                                                                                                                                                    | N/A         | Filed in Client Portal? |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|
| Motor Vehicle Expenses (please provide your logbook or km's travelled, car make, model and engine size) <a href="#">Click for More information on motor vehicle expense calculation</a> methods.                                                                                         |             |                         |
| Do you have a completed logbook for your current vehicle that is less than 5 years old?                                                                                                                                                                                                  |             |                         |
| Travel expenses in relation to your employment                                                                                                                                                                                                                                           |             |                         |
| Work related clothing expenses such as purchase of uniforms or protective clothing. Including any laundering or Dry cleaning                                                                                                                                                             |             |                         |
| Self-education expenses - please list course undertaken and provide a schedule of the expenses incurred.                                                                                                                                                                                 |             |                         |
| Union fees or professional memberships.                                                                                                                                                                                                                                                  |             |                         |
| Conference, seminar or training courses.                                                                                                                                                                                                                                                 |             |                         |
| Working from home (actual cost method) – provide telephone, internet & electricity etc. Including an estimate (%) that is work related. <a href="#">Click for More information on working from home</a> (actual cost method).                                                            |             |                         |
| Working from home (Fixed rate method \$0.67 per work hour) – provide number of hours working from home. (A comprehensive record of total actual hours worked from 1 March 2023 onwards is required) <a href="#">Click for More information on working from home</a> (fixed rate method). |             |                         |
| Tools & equipment including books, stationery and professional libraries.                                                                                                                                                                                                                |             |                         |
| Parking.                                                                                                                                                                                                                                                                                 |             |                         |
| Other work-related expenses not listed. (If you have other work-related expenses, please provide the details below or attach a separate list).                                                                                                                                           |             |                         |
| Expense type                                                                                                                                                                                                                                                                             | Amount paid |                         |
|                                                                                                                                                                                                                                                                                          |             |                         |
|                                                                                                                                                                                                                                                                                          |             |                         |
|                                                                                                                                                                                                                                                                                          |             |                         |

| Other expenses & Deductions                                                                                                                         | N/A | Filed in Client Portal? |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------|
| Gifts or donations to charity, including school building funds.                                                                                     |     |                         |
| Expenses relating to your dividend and interest income such as bank fees, financial advice and interest on investment loans.                        |     |                         |
| Accountant's or tax agents fee (if we are doing your return for the first time).                                                                    |     |                         |
| Income protection Insurance.                                                                                                                        |     |                         |
| Superannuation contributions paid personally (please provide a copy of the deduction notice received from your super fund (Section 290-170 notice). |     |                         |
| Other deductions not listed:                                                                                                                        |     |                         |

| Tax Offsets & rebates                                                                        | N/A | Filed in Client Portal? |
|----------------------------------------------------------------------------------------------|-----|-------------------------|
| Do you have a dependent spouse?                                                              |     |                         |
| Do you have any dependent children? (please provide name & DOB)                              |     |                         |
| Do you receive a pension from Centrelink or DVA?                                             |     |                         |
| Did you make superannuation contributions on behalf of your spouse?                          |     |                         |
| Do you have out of pocket medical expenses for disability aids, attendant care or aged care? |     |                         |
| Are you or have you lived in a remote or isolated area of Australia?                         |     |                         |
| Are you exempt from paying the Medicare Levy, or are eligible for a reduced rate?            |     |                         |
| Do you have a H.E.L.P debt or Student Financial Supplement debt?                             |     |                         |

**Additional Information:** If there is any other information that you consider relevant, or you have concerns/queries, please provide us with details and attach information if applicable:

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Client Signature

Date