FinCare

2013 Personal Tax Return

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2013. **Completion of your return may be delayed if any of the following records or information is missing.**

Income

- ❑ Payment summaries for **Wages**.
- ❑ Payment summaries for **Superannuation** lump sums & hpensions including accompanying letters & schedules.
- ❑ Payment summaries for **Employer Termination Amts**.
- ❑ Payment summaries for **Govt Pensions & Allowances**.
- ❑ **Interest** received or reinvested and any tax withheld.
- ❑ **Dividends** received or reinvested and any tax withheld.
- ❑ **Partnership** and/or **Trust** income.
- ❑ **Managed Funds** (investments) Tax Statements.
- ❑ **Managed Funds** Capital Gains Tax Statements (if there were any disposals during the year, incl rebalancing).
- ❑ Details of **Business Income and Expenses** (cash book, software reports/backup etc) incl GST info if applicable.
- ❑ Sale <u>and</u> purchase documents for any assets acquired after 19 September 1985 and sold during the year for **Capital Gains Tax** calculations (e.g. shares, rental property, holiday home, vacant land etc).
- ❑ Life Insurance Company & Friendly Society **Bonuses**.
- ❑ **Rental Property** income and expenses, including agent's annual or monthly statements, interest on loan(s) and a <u>summary</u> of any other expenses paid directly by you. Also supply your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- ❑ **Forestry Managed Investment Scheme** income.
- ❑ **Employee Share Scheme** statement(s) for discounts received on employee shares or rights.
- ❑ Any **Other Income** incl **Foreign Income (**bring details**)**.

Deductions

- ❑ Summarise your **Work-Related Expenses** and we will advise on deductibility. **Note** if your total work-related expenses exceed $300 (excluding car expenses and claims against certain travel, meal and award transport allowances) you must have receipts to prove the total amount.
- ❑ **Interest Paid** on investment loans.
- ❑ Summarise **Donations** from your receipts. The receipt will indicate if the donation is tax-deductible.
- ❑ **Tax Return Fee** for last year (if not prepared by us).
- ❑ **Financial Planning** fees excl initial statement of advice.
- ❑ **Income Protection** insurance premiums.
- ❑ Acknowledgement letter from your super fund if claiming a deduction for personal **Super Contributions**.
- ❑ Any **Other Deductions** (bring details)

Tax Offsets

- ❑ Private **Health Insurance** Statement.
- ❑ **Spouse Superannuation** contributions made by you.
- ❑ Location(s) and period(s) lived in a **Remote Area** or served with **Overseas Forces**.
- ❑ **Medical Expenses** paid**,** if <u>out-of-pocket</u> amount for your family for the year exceeded $2,120 (note income tests apply in 2013 and your threshold may be $5,000). Expenses include doctors, nurses, hospitals, chemists, dentists, opticians or optometrists, therapeutic treatment under the direction of a doctor, medical aids prescribed by a doctor, artificial limbs, eyes & hearing aids, laser eye surgery, treatment under an in-vitro fertilisation program and payments made to a nursing home or hostel but not a retirement home. **NB Operations and dental services which are solely cosmetic cannot be claimed.**

  TIP: Medicare, your health fund and your chemist can provide you with an annual statement with most of this information.

Other Information

- ❑ **HELP** & **SFSS** Statements.
- ❑ **PAYG Income Tax Instalments** paid.
- ❑ The amounts of any **Tax-free Government Pensions** received & any **Child Support Payments** made by you.
- ❑ Copy of your **Spouse's Return** (if not being prepared by us) or income details if return not lodged/not required.
- ❑ Copy of your **Return for the Previous Financial Year** (if not prepared by us).
- ❑ Your **Bank Account Details** (BSB, Acct No, Acct Name). **Please note:** The ATO no longer issue refund cheques.