



2016 YEAR END TAX CHECKLIST

1.	<p>Full Name & Address</p> <p>Name (full).....</p> <p>Tax File Number:.....Date of Birth...../...../.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Phone:.....Email:.....</p> <p>Are you an Australian Resident? Yes/No/Unsure</p>
2.	<p>Please provide your bank account details (for refund if applicable)</p> <p>BSB:.....Account Number:.....</p> <p>Account Name:.....</p>
3.	<p>Spouse Name, Date of Birth and TFN</p> <p>.....</p>
4.	<p>PAYG Summaries (salary & wage income)</p> <p>Occupation:.....</p> <p>Include all PAYG payment summaries received including superannuation and termination of employment lump sum payments. Details should include details of reportable superannuation contributions (RSCs).</p>
5.	<p>Details of other earnings</p> <p>Allowances, Benefits, Directors fees, Commissions, Tips and any other income, including payments received under sickness and accident insurance policies, Australian Annuity, Lump Sum Employer, Termination, Superannuation payments or other pension fund payments received.</p>
6.	<p>Pensions and other benefits received</p> <p>Details of Newstart, Sickness Allowance or Special Benefits, Austudy or other education allowances. Pensions or other benefits or allowances received from the Australian Government.</p>
7.	<p>Interest Received</p> <p>Details of interest received on ALL bank accounts operated and the name(s) in which the account(s) is/(are) operated.</p> <p>Details of any TFN tax (if any) that has been deducted from gross interest received.</p> <p>Details of bank charges on interest-bearing accounts.</p>
8.	<p>Dividends Received</p> <p>Please provide all dividend notices supplied by companies.</p> <p>Additionally, if you have participated in any dividend reinvestment schemes or have received any bonus share issues, please provide full details of same.</p> <p>Details of any tax (if any) that has been deducted from gross dividends received.</p>



2016 YEAR END TAX CHECKLIST

STEPHENS
ACCOUNTING SERVICES
Chartered Accountants

9.	Employee Share schemes Include all statements received in relation to shares issued under an Employee Share scheme including any assessable components.
10.	Partnerships & Trusts; Include full details relating to distributions received from any trust and/or partnership. A list of expenses incurred in deriving these distributions eg travel to see accountant, investment materials purchased.
11.	Public Listed – Investment Trusts; Please provide year-end summary documents provided by the fund manager detailing the taxable components of distributions received.
12.	Details of any SHARES OR OTHER ASSETS ACQUIRED OR SOLD during the year (This includes any real estate, shares or instalment receipts, unit trust investments, plant and equipment and motor vehicles etc.) Please include all Sale contracts, solicitors' Settlement statement, commissions & fees . If an existing asset was traded in or otherwise disposed of or scrapped during the year, please include date of transaction, a full description and trade-in or sale proceeds received. Also include purchase date and cost of the original asset being sold .
13.	Details of any Foreign Employment, Pension, Dividends , Interest or Distributions;
14.	Details or any other income including payments from Life insurance companies, withdrawal or deposits to Farm Management deposits, Forestry Investment Schemes and other income.
15.	Details of any employment-related expenses/and documentation supporting same; In particular did you use any of the following for work purposes: (a) Motor Vehicle Expenses - If <5000 business kilometres using cents per kilometer Estimate of kilometres travelled for business purposes, vehicle make & description together with engine capacity so claim can be made using cents per kilometer method. - If >5000 business kilometres Details of running costs of each vehicle used in relation to work including fuel & oil, repairs, maintenance, registration and insurance for EACH vehicle used in relation to work; -Log Book Ensure that log books are no older than 5 years and are properly maintained including the date of journey; odometer reading at beginning and end of journey; and purpose of journey. Odometer reading as at 01/07/2015 and 30/06/2016 and log book business percentage calculated. (b) Work related travel expenses Employee domestic travel for accommodation expenses with reasonable allowance If the claim is more than the reasonable allowance rate, include receipts for expenses. Overseas travel with reasonable allowance If the travel is for 6 or more nights in a row, please provide your travel diary. Include receipts for all expenditure incurred. Employees without a reasonable travel allowance Include details of airfares, accommodation, meals, hire cars and taxi fares incurred. Advise purpose of trip,

