

General Income and Deductions Checklist

If any of the following income or deductions items apply to your situation, Saward Dawson will require the following information to prepare your Income Tax Return. You may find the check boxes useful whilst assembling the information.

- BSB and bank account details for refund payment
- Salary earner – PAYG Payment Summary
- Bank Interest – Bank statements or annual statement if provided
- Employee Share Schemes Statement(s)
- Dividend Income – see Shareholding Checklist
- Rental Income – see Rental Properties Checklist
- Eligible Termination Payment (ETP) Summary
- Superannuation Payment – PAYG Payment Summary and details of deductible & rebatable amounts
- Managed Fund – Annual Tax Statement provided by the fund manager
- Business Income – see Sole Trader Checklist
- Any other income – allowances, director's fees, grants, prizes, foreign income, etc
- Work Related Expenses – listing of expenses with date of each transaction including description of expense and a percentage of work-related use. For capital assets, provide purchase date for assets over \$300.
- Home Office Expenses – Number of hours per week working from home
- Motor Vehicle Expense Deduction - If motor vehicle is being claimed for business related travel, please provide the following information based on the method of deduction chosen:
 - Set rate method – The number of business kilometres travelled during the year
 - Log book method – Log book percentage as indicated by the log book, and total expenses including petrol, insurance etc
- Donations – listing of donations given to Deductible Gift Recipients paid in the relevant financial year. If the receipt is in joint names, please advise.

- Net Medical Expenses (only available for disability aids, attendant care or aged care). The 2019 financial year is the last year you can claim the offset.
 - listing of medical expenses with supporting documentation such as receipts
- Private Health Insurance – annual private health insurance statement
 - TIP: Remember to keep receipts in a 'Tax-related folder'.*
- Total Child Support Paid