

Access HandiSoft

Client Return Preparation

Information/Documents Clients Need for Their Tax Appointment

Income

- Employer PAYG payment summary statements or other statements of verification for any gross wages, salary earnings, tips, director fees, and insurance for lost wages.
- Employment lump sum termination statements.
- Partnership distribution statement/s and copy of associated partnership tax return/s.
- Trust distribution statement/s and copy of associated trust tax return/s.
- Annuities, allocated pension or superannuation income stream payments.
- Documentation showing any income from any other business activities.
- Documentation showing any income derived from foreign sources, including foreign employment, foreign pension payments, and foreign tax credits.
- Income statements from MyGov.
- Documentation showing details of non-cash benefits received – i.e. employee share schemes or rights.
- Bank statements showing interest from savings accounts, term deposits, life insurance and the like.
- Dividend statements showing dividends received and details of any applicable franking credits.
- Managed fund annual statements.
- Details regarding the sale of any assets (e.g. shares, business or real estate), particularly the purchase date and costs associated with the purchase, sale date and proceeds and costs associated with the sale thereof.
- Rental income and the period property was rented for the financial year.

Deductions

- Receipts for employment-related expenditures, including self-education/professional development courses, trade journals/ professional journals, professional or trade memberships, protective clothing, tools, union dues, uniform, laundry, travel, and home office expenses.
- Details of any depreciable assets purchased and disposed of during the year.
- Detailed investment property expenses: include loan interest, repairs, water charges and other utilities, land tax, insurance premiums, depreciable items purchased, any capital works, additions or modifications made to the property or buildings.
- Motor vehicle expenses, logbook (where applicable).
- Donations to registered charities greater than \$2.
- Expenses incurred for accounting and investment advisory fees.
- Income protection insurance premiums.
- Any additional superannuation fund contributions made for yourself or your spouse.
- Details of any rental property disposals, including sale documents, solicitor costs incurred, settlement fees, agent fees and commissions, and advertising expenses.

Rebates and Other Information

- Private Health Insurance annual statement.
- Spouse or partner's full name, date of birth and income information.
- Any change in dependant information.
- HECS/HELP debt details.

For Sole Traders

- Cashbook or e-records from accounting software (provide trial balance, profit and loss and balance sheet), statements of liabilities.
- Notice of superannuation contributions for self-employed persons.
- Details of any Activity Statements lodged.
- Copies of PAYG summaries/ income statements for employees.
- Details of any government grants, rebates, payments, loans, or other considerations received.
- Details of superannuation contributions for any employees.
- Details of any assets purchased including purchase date and amount.