

G HENDERSON & CO

Taxation | Accounting | Advice

Public Accountants | Registered Tax Agents | Registered Company Auditors

2019 INDIVIDUAL TAX RETURN CHECKLIST

You can use the list below to collate all your tax return info, of course not everything on the list may apply to you, or you may have other items that are relevant to you.

Personal Details:

- Full name
- Date of Birth
- TFN & residency status
- Residential & Postal Address
- Copy of your drivers license to confirm identity (new clients only)
- Copy of 2018 tax return and notice of assessment (new clients only)

Income:

- PAYG summary(ies) from employment or labour hire (or STP report)
- Centrelink payment summary(ies) (age pension, Austudy or other)
- Interest earned from bank accounts or term deposits
- Dividend Statements and details of any shares sold (including dividend reinvestment schemes)
- Managed Funds statements
- Rental Property Income (including timeshare or Airbnb)
- Business Income from sole trader activities
- Partnership/Trust Distributions or Directors fees from companies

Expenses (NB you need receipts for all expenses if your total claim exceeds \$300):

- Motor Vehicle Expenses (log book and receipts for financing and operating costs)
- Travel Expenses such as train, bus, taxi, airfares, accommodation etc
- Uniform Expenses in relation to distinctive clothing requirements, eg uniforms with business logo or occupation specific such as nursing
- Self Education Expenses (relating to current employment – except HELP or VET fees)
- Work related expenses (phone, stationary, computer etc)
- Investment Expenses (eg bank fees on investment accounts, brokerage)
- Charitable donations exceeding \$2
- Cost of managing tax affairs
- Union fees and subscriptions to trade, business or professional associations
- Reference books, technical journals and trade magazines
- Tools and equipment and professional libraries

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Rental Property Expenses:

- Body corporate fees and charges
- Council rates
- Decline in value of depreciating assets (depreciation schedule)
- Insurance – building, contents and public liability
- Interest Expenses
- Land Tax
- Property agent fees and commissions
- Repairs and maintenance
- Water charges

General:

- Spouse details (married or de facto)
- Details of any dependent children living with you, under the age of 25
- Child support payments deducted from your pay by Child Support Services Australia
- Private Health Insurance Details (ie copy of tax letter)
- Bank account details for refund (must be in your name)

Tax Rates 2018-19

Taxable income	Tax on this income
0 - \$18,200	Nil
\$18,201 - \$37,000	19c for each \$1 over \$18,200
\$37,001 - \$90,000	\$3,572 plus 32.5c for each \$1 over \$37,000
\$90,001 - \$180,000	\$19,822 plus 37c for each \$1 over \$87,000
\$180,001 and over	\$54,232 plus 45c for each \$1 over \$180,000

The above rates **do not** include the:

- Medicare Levy of 2%

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