

# Preparing For Your Tax Appointment



## Income Statements & Documents Checklist

### Income Statements

- Employee PAYG summaries
- Personal services income
- Lump-sum termination payments

### Interest Statements

- Bank interest
- Distributions from trusts, partnerships, managed superfunds
- Superannuation lump sum payments
- Dividends
- Capital gains

### Business Allowances

- Car and vehicle allowances
- Travel allowances
- Other allowances, such as entertainment, meals etc.
- Pensions and allowances

### Other Sources of Income

- Foreign income
- Net income/loss from business
- Rental income

## Expense Statements & Documents Checklist

### Employee Related Expenses

- Wages and salaries
- Training costs
- Courses, education and seminars
- Superannuation contributions

### Vehicle & Travel Expenses

- Vehicle expenses based on business use percentage (include log books where applicable)
- Travel and accommodation – domestic and overseas

### Banking & Insurance Statements

- Income protection insurance
- Dividend deductions
- Bank fees
- Low value pool deductions/depreciation
- Interest

### Office Related Expenses

- Home office expenses
- Computer, software and repairs
- Tools and equipment
- Rent/lease payments
- Building or maintenance costs
- Utilities – electricity, gas, water
- Phone and internet

### Miscellaneous Expenses

- Work uniforms and other clothing expenses
- Freight and transport costs
- Legal and accounting fees
- Donations
- Details of any asset purchases

## Additional Documents To Have Scanned & Ready For Review (if relevant)

- Bank and credit card statements
- Lease, hire purchase, chattel mortgage or other loan agreements to your business
- Business Activity Statements and Instalment Activity Statements and working papers
- Stock valuation figure after performing your 30 June stocktake
- Details of your spouse, including their date of birth and taxable income to check if you may be eligible for tax benefits