

DEMARCO ACCOUNTING

In association with

R&R
FREELANCE
BOOKKEEPING

Suite 5, 15 Leichhardt Terrace

PO Box 1295 Alice Springs NT 0871

PH: 08 8955 5185 FX: 08 8952 5289

Accounting | Tax | Bookkeeping

CHECK LIST – Income Tax Return 2016

YES NO \$

INCOME

PAYG Payment Summaries – Salary or Wages (Allowances, tips, director's fees etc)

Government Allowances (Centrelink – Newstart, youth, parenting payments, pensions etc)

Termination payments / Lump sum payments

Interest income from bank

Dividend statements - shares

Partnership and Trust Income

Investments and Managed Funds Annual Statement

Rental Property Annual Statement or Summary of Income & Expenses

Capital Gains - please provide purchase & selling documents

Any other income:

DEDUCTIONS

Motor Vehicle - log book or up to 5000 Kilometres

Protective clothing - steel cap boots, protective clothing or uniforms

Sun care protection - sun glasses, hats or sunscreen

Safety gear - goggles, gloves, safety glasses, aprons or masks

Self-Education – study directly related work at the time - course fees, resources etc

Telephone & Internet - only claim the work related percentage

Home office - 0.45c per hour for gas, electricity, heating & lighting

Computer / software - printer, repairs etc.

Memberships, subscriptions or union fees

Police check, ochre card or medical check

Income protection insurance

Tools / equipment (under \$300) if over, will be depreciated

Travel expenses - swag, torch, camping equipment, travel for conferences

Postage, printing or stationery

Gifts & donations - registered within Australia

Tax Agent fees - fees you paid to accountant in previous year / travel

OTHER

Private health - need end of year insurance statement

Medical expenses – expenses you can claim are restricted to disability aids, attendant care or age care

HELP debt / Supplement loan

Zone offset - number of days living or working in remote area – min 6 months

Spouse name, date of birth & tax file number / dependent children name & DOB