

Individual Tax Return Checklist

Please use the following checklist to assist in preparing your income tax return. For any boxes that you tick, please attach supporting documents to verify the information.

INCOME

- Payment Summaries
- Lump Sum and Termination Payment Summaries
- Government payment statements, if received
- Interest income from banks and building societies
- Dividend statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds
- Other income:
 - Rental properties*
 - Business
 - Foreign income
 - Capital Gains
 - Employee Share Schemes

DEDUCTIONS

- Work related expenses:
 - Motor vehicle*
 - Travel (fares & accommodation)
 - Uniforms/work-wear
 - Self-education and professional development
 - Union, registrations, tools, subscriptions, memberships
 - Home office, seminars and conferences
 - Telephone, computer, internet
 - Any other costs incurred earning income
- Donations to charities or building funds
- Income protection insurance
- Superannuation contribution

OFFSET AND REFUNDS

- Health insurance and rebate entitlement statement
- IAS statements or details of PAYG instalments paid
- Spouse details including taxable and exempt income

*Please refer to the detailed rental properties checklist or motor vehicle expense checklist.

Individual Tax Return Information Form

Financial year ended 30 June 20__

Please complete and email this form to connect@aptusadvisory.com.au

Client Information Form

CLIENT NAME _____ **Tax File Number (TFN)** _____

Are you a current client with Aptus? Yes No (please fill out the following information)

DOB (dd/mm/yyyy): __/__/____ Phone: _____ Mobile: _____

Email: _____ Fax: _____

Home Address: _____

Postal Address: _____ Same as above

*Bank Details: Acct Name _____ BSB _____ Acct No. _____

FAMILY INFORMATION

Spouse's Name: _____ DOB: __/__/____ No. of Children: _____

Child's Name: _____ DOB: __/__/____

Child's Name: _____ DOB: __/__/____

Child's Name: _____ DOB: __/__/____

Child's Name: _____ DOB: __/__/____

OTHER INFORMATION

Do you receive income from other business activity?

Main Occupation: _____

Do you need to attach the following forms? Rental Properties Motor Vehicles

*The ATO no longer issues tax refunds by cheques, you need to provide your bank details to receive refunds.