



Tax Preparation

Individual Income Tax Return

To help you gather all the documentation required to complete your tax return with a maximum refund, we have prepared this Tax Preparation Checklist and associated Appendix.

Due to updated legislation governing Tax Agent Services, the information we require to prepare your income tax return has changed. We encourage you to read through the checklist and appendix in relation to those items and why we are requesting additional information from you this year. A detailed overview of the changes can be found at our website: [link here](#)

You may choose to complete the below form and return to your Accountant together with your applicable documents, or simply use this as a checklist to ensure you are including all the information we require.

Secure Document Sharing

Email accounting@agsfinancialgroup.com.au, or your accountant direct, to **request a secure document share link** for safe uploading of your sensitive documents. This protects your personal information and has been adopted by AGS as an alternative to sharing your documents via email or paper form. Please contact us if you would like further information.

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| Taxpayer Details | | |
|--|---------------|--------|
| Name: | Occupation: | |
| Email: | Phone Number: | |
| Preferred delivery method of completed returns: | Docusign | Postal |
| Completing your Checklist <ul style="list-style-type: none"> - Where you answer yes, please ensure you provide the requested information - Additional information / comments / notes for your accountant can be provided on the last page | | |

| Bank Account Details | | |
|---|-----------------|----|
| Bank: | Account Name: | |
| BSB: | Account Number: | |
| Would you like to pay our fee from your refund? | Yes | No |

| Income | Yes | No |
|---|-----|----|
| Salary / Wages | | |
| Eligible Termination Payment | | |
| Australian Government Pensions, Allowances & Payments | | |
| Annuities & Super Income Streams / Lump Sum Payments | | |
| Employee Share Scheme – Statements | | |
| Did you sell any employee shares? | | |
| Rental Properties – Refer to relevant section below | | |
| Foreign Income – including foreign pension, rental, interest | | |
| Investment Income – Interest, Dividends, Trust or Managed Fund tax statements (<i>if Tax File number is not on file with your investment</i>) | | |
| Any loans relating to these investments? Provide loan statements | | |

| Motor Vehicle Expenses | Yes | No |
|--|-----|----|
| Cents per km method – Please provide business kilometers travelled (you must have kept substantiation records i.e. diary entries) | | |
| Log book method – Refer to Appendix for information required | | |

| Working From Home Expenses | Yes | No |
|---|-----|----|
| Fixed Rate Method – Please provide actual hours worked from home | | |
| Actual Cost Method – Refer to Appendix for information required | | |

| Other Work Related Expenses | Yes | No |
|---|-----|----|
| Travel Expenses | | |
| Uniforms / Protective Clothing | | |
| Self-Education | | |
| Union Fees / Professional Associations Fees | | |
| Subscriptions / Publications | | |
| Other – Please provide details | | |

| Other Expenses | Yes | No |
|--|-----|----|
| Gifts / Donations | | |
| Cost of Managing Tax Affairs (new clients) | | |
| Personal Super Contributions. Please provide Notice of Intention to Claim and Superannuation Fund Acknowledgment | | |
| Income Protection Insurance | | |
| Other – Please provide details | | |
| Other – Please provide details | | |
| Other – Please provide details | | |

| Private Health Insurance | Yes | No |
|--|-----|----|
| Are you and your spouse covered by hospital cover? | | |
| Are all dependents covered by hospital cover? | | |
| Is your excess under \$1,500? | | |

| Other Information | Information Provided | N/A |
|---|----------------------|-----|
| Details of any superannuation contributions on behalf of spouse | | |
| Number of dependents | | |

| Spouse / de Facto Information | |
|-------------------------------|--|
| Full Name | |
| DOB | |
| Taxable Income | |
| Reportable Super | |

| Other income test item – Provide details | Yes | No |
|--|-----|----|
| Rental Properties | | |
| Agent Statement / Rental receipt records | | |
| Loan Statements for the full financial year | | |
| Land tax assessment | | |
| Strata Notices/Invoices | | |
| Invoices for any repairs and maintenance expenses over \$300 | | |
| Tax Depreciation Schedule (if not previously provided) | | |
| Other – Please provide details | | |

For each rental property the following information is required:

| | |
|--|--|
| Property Address | |
| Percentage Ownership | |
| Number of weeks available for rent | |
| Number of weeks property rented | |
| Rental Type (<i>please specify; permanent rental, holiday rental, Air BnB, Other Details</i>). | |
| For any holiday rental – Nights of personal use | |

The following documents **MUST** be provided this year, as opposed to just providing amounts to be claimed:

- Loan statements for the full year; including statements for any loans refinanced
- Receipts for any repairs over the \$300 asset threshold
- Strata fees

| Capital Gains | Yes | No |
|--|-----|----|
| Did you exchange contracts on a property during the year? | | |
| For a sale - was this property ever used to produce income? | | |
| For a sale – was this property your main residence the entire time? | | |
| Provide all sale and purchase information – settlement statements, legal fees, agent commissions, other costs incurred | | |
| Did you sell other shares or investments? Purchase and sale contracts | | |

