



2026 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.

Please use this checklist to help you gather all documentation required to complete your 2026 income tax return. We encourage you to read through the checklist carefully and ensure you provide all requested information. If you have any questions about what is required, please contact your accountant.

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.

Taxpayer Details

AGS Accounting Pty Limited
agsfinancialgroup.com.au

North Sydney | Norwest | Hurstville

T:1300 665 182
F:(02) 9966 8199
E:accounting@agsfinancialgroup.com.au

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	

Rental Properties – Please provide all Documents	Yes	No
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	

TAXPAYER ALERT

This year the ATO released Taxation Ruling TR 2026/1 "**Income tax: rental property income and deductions for individuals who are not in business**," along with new Practical Compliance Guidelines on how rental property deductions should be treated — particularly where a property is also used for personal purposes.

The ruling focuses on distinguishing a genuine rental property from a holiday home that is only rented out occasionally in order to claim deductions. If your property falls into the "holiday home" category, some of the deductions you've claimed in the past — such as interest, rates, insurance, and repairs — may now be restricted or denied ***unless the property is genuinely available for rent for most of the year.***

To help us apply this guidance correctly to your situation, your AGS accountant may need to ask you for some additional information about how your property is used and rented out this year.

