



# Wilson Pateras

# Tax Checklist

[www.wilsonpateras.com.au](http://www.wilsonpateras.com.au)

## Documents and information to prepare for your meeting

## Checklist

### Bank Details

BSB + Account Number *\*you must have these ready to confirm with your accountant*

### Income

PAYG Payment Summary *\*refer to your MyGov account*

Centrelink Allowance or Pension Statement *\*refer to your MyGov account*

Other Pension Details

Interest Earned from Bank Account/s

Dividend Statements for any Shares You Hold

Annual Tax Statements from Managed Funds

Share or Property Sale (+ Original Purchase) Details

### Business Expenses (if applicable)

Income Earned Through Your ABN (if applicable)

Expenses Incurred in Running Your Business

### Investment Property (if applicable)

Agent Statement for Rent Received

Council Rates

Water Rates

Insurance

Repairs + Maintenance Costs

Land Tax

Interest Paid on the Mortgage

Replacement Details for any Fixtures or Fittings

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## General Expenses

Personal Car Expenses ( <i>not</i> home – to – work + back) <ul style="list-style-type: none"> <li>• Estimate of kilometres travelled for work related trips</li> </ul>	<input type="checkbox"/>
Logbook details + car expenses, such as: <ul style="list-style-type: none"> <li>• Fuel</li> <li>• Registration</li> <li>• Insurance</li> <li>• Repairs</li> <li>• Loan Documents etc.</li> </ul>	<input type="checkbox"/>
Travel costs if you work away overnight: <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Parking</li> <li>• Meals</li> <li>• Transport (Uber/Taxi)</li> </ul>	<input type="checkbox"/>
Uniform or Protective Clothing Expenses	<input type="checkbox"/>
Phone Costs + an Estimate of Work Usage	<input type="checkbox"/>
Internet Costs + an Estimate of Work Usage	<input type="checkbox"/>
Working from Home Expenses; <ul style="list-style-type: none"> <li>• Dates worked from home and completed logbook</li> <li>• Number of working weeks, days, or house per day</li> <li>• Additional office costs IE. Computer, Office Furniture, Printer etc.</li> </ul>	<input type="checkbox"/>
Self-Education Expenses (University OR Diploma Course)	<input type="checkbox"/>
Professional Development Costs	<input type="checkbox"/>
Union Fees	<input type="checkbox"/>
Professional Memberships	<input type="checkbox"/>
Tools	<input type="checkbox"/>
Donations to Charities	<input type="checkbox"/>
Cost of Tax Preparation Last Year (if you are a new client to us in FY)	<input type="checkbox"/>
Income Protection Insurance Premiums	<input type="checkbox"/>
Personal Contributions to Superannuation <i>*Notice of intent to claim must have been completed</i>	<input type="checkbox"/>
Private Health Insurance Details (if applicable)	<input type="checkbox"/>

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