

INFORMATION REQUIRED FOR AN INDIVIDUAL TAX RETURN

INCOME

- PAYG Summaries including any from Centrelink or Pension income
- Allowances, earnings, tips, director's fees etc
- Employer lump sum payments
- Termination Pay, please provide ETP statement
- Australian annuities and superannuation income streams
- **Interest Income** including Interest from bank accounts, dividends, Trust and partnership distributions, rental property income and net capital gains.
- Foreign source income (including foreign pensions) and foreign assets or property.
- Information on dividends/shares purchased or sold.

DEDUCTIONS

- **Work related car expenses**, please supply details of kms travelled if below 5000kms if greater than 5000km please supply log book and detailed list of vehicle expenses.
- **Work related travel expenses**, please supply records of expenditure on travel, accommodation, food etc
- **Work related uniform & clothing expenses**, receipts for protective clothing, laundry expenses, uniforms.
- **Work related education expenses**, please provide description of course and expenses incurred.
- **Other work related deductions**
 - Mobile/home phone
 - Stationery bought for work
 - Union Fees
 - Camping supplies if you work out bush
 - Tour Supplies if you are a Tour Guide e.g CD's, reference books
 - Protective items such as sunscreen and sunglasses
 - Medicals if required to have one for work purposes
 - Computer usage
 - Tools and equipment
- List of any donations made throughout the year greater than \$2.00, please provide receipts.
- Last year's tax agent fees
- Days spent in remote areas while on work >250kms from Alice Springs.
- Number of children and names (if applicable)
- Spouse's name and taxable income (if applicable)
- Private Health Cover - please provide statement, member name and number.(if applicable)
- HECS Debt? If so how much is the debt?