



*Friendly service from
Professionals who care*

TAX RETURN REQUIREMENTS - INDIVIDUAL

INCOME:

- ✓ PAYG Summaries (old Group Certificates) - for all employers, pensions etc (including Centrelink).
- ✓ ETP PAYG Summary - if any superannuation cashed during year.
- ✓ Investment income including:
 - interest received from bank accounts, credit unions, building societies etc
 - share dividends – usually 2 per year (whether taken as cash or dividend re-investment)
 - managed funds – need Annual Tax Statement
 - distributions - from partnerships and trusts
 - Capital Gains - if any income-producing assets (e.g property/shares etc) are sold.
 - Rental income - derived from renting out a property (including any deductions)
- ✓ Foreign Income - interest, dividends, pension or other income

DEDUCTIONS:

- ✓ Motor vehicle details and record of kilometres travelled, if private motor vehicle is used for work, other than driving to and from employment.
- ✓ Work related travel expenses – if required to travel overnight for work
- ✓ Uniform or corporate wardrobes – must have logo and be compulsory to claim
- ✓ Approved protective clothing purchases
- ✓ Self education expenses (must be directly connected to your current employment.)
- ✓ Any expenses incurred for sun-protection, or other work related purchases
- ✓ Childrens' education costs (computer, software etc, internet, textbooks, stationery and trade tools)
- ✓ Any expenses incurred in obtaining investment income
- ✓ Donations/gifts to registered charities (also political party membership and donations)
- ✓ Tax agents fees from previous year

HECS / HELP / SFSS:

- ✓ Higher Education Loan Program (HELP OR HECS) statements &
- ✓ Student Financial Supplement Scheme (SFSS) statements

TAX OFFSETS:

(Require spouse's taxable income for Family Benefits)

- ✓ Zone rebate - dates and locations of all remote areas visited
 - Dependent children/s dates of birth, taxable incomes, and school attended
- ✓ Medical expenses – if receipts after re-imburement by private insurance exceed \$1500
 - may claim Doctors, Dentists, Optical, Pharmaceutical etc.

PRIVATE HOSPITAL INSURANCE OFFSET:

- need letter from health fund (mailed out in July)

REFUND OPTIONS:

- ✓ If refund is to be banked (**quickest method**) need full BSB and bank account number

Liability limited by a Scheme approved under Professional Standards Legislation.

Ph 07 4031 1940, Fax 07 4031 1894, e mail cyawestcourt@bigpond.com

Post P O Box 41W Westcourt Qld 4870