

What do I need to provide to my Accountant?



Below are suggested items that we may require to prepare your income tax return. The list is not exhaustive but should act as a guide as to what to provide.

There is no need to provide the following information provided you have supplied your TFN.

- Government Agency Payments**
e.g. Age pension, Carer payment, JobSeeker payment, Youth Allowance, Veteran payment
- Private Health Insurance**
Annual Tax summaries
- Financial Institution data**
Interest income
- Share Investments**
Dividend income
- Employment Income**
Payment summaries, Employee Share Scheme statement, JobKeeper payments

Information you will need to provide:

Work Related Expenses

Motor Vehicle Use

- 12-week logbook (completed within last 5 years); **AND** all related expense details for the year (fuel, registration, insurance, maintenance); **OR**
- An estimation of how many work-related kilometres travelled during the year (remembering that driving from home to work and back is generally considered private). Evidenced by diary entries or some other method.

Home Office

- Advise how many hours you worked from home. This can be estimated but should be supported with evidence such as a four-week diary or similar method.

Phone Use

- Total cost of your phone for the month / year.
- The work-related portion of use. This can be estimated but should be supported with evidence such as a four-week diary or similar method.

Home Internet Use

- Total cost of your internet for the month / year.
- The work-related portion of use. Remember the total use includes everyone in your home. This can be estimated but should be supported with evidence such as a four-week diary or similar method.

Uniforms (Logo) and Protective Clothing

- Details of purchases
- Estimation of how many loads of laundry over the year (or weekly) work clothing only.

Other Work-Related Expenses

Provide evidence, items include but are not limited to:

<input type="checkbox"/> Union Fees	<input type="checkbox"/> Self-education costs
<input type="checkbox"/> Professional membership/association fees	<input type="checkbox"/> Travel
<input type="checkbox"/> Tools/equipment	<input type="checkbox"/> Overtime meals – if you receive an allowance, advise how many meals you claimed for
<input type="checkbox"/> Stationery	<input type="checkbox"/> Income protection insurance
<input type="checkbox"/> Seminars/professional development	

Other Expenses

Personal Super Contributions

- “Notice of Intent to Claim Deduction” form

Other Expenses Continued

Donations to Deductible Gift Recipients

- Provide Receipts

Tax Agent Fees

- Provide receipts for prior tax year (if not prepared by Desborough)

Investment Properties

Rental Income

- Real estate agent annual summary or own summary of income and expenses.

Improvements

- Payment date, installation date (if appropriate) and list items separately if over \$300

If Property is Sold

- Purchase and sale documents; including offer and acceptance contracts & settlement statements.

Other Costs (not included in your annual summary)

Provide evidence, items include but are not limited to:

- | | |
|--|--|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Strata fees / body corporate fees | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Council rates | <input type="checkbox"/> Loan interest |
| <input type="checkbox"/> Water rates | <input type="checkbox"/> Land tax |
| <input type="checkbox"/> Repairs and maintenance | <input type="checkbox"/> Pest control |
| <input type="checkbox"/> Advertising | |

Other Investment Income

Share trading

- Purchase and Sale Documents

Managed funds

- Distribution Statements / Annual Tax Statements

Partnership or trust distributions

- Distribution Statements

Investment Loans

- Loan Statements (or the total interest charges for the year)

Other Income

Foreign Pensions

- Total amount received in Australian dollars and the type of pension received.

Other Foreign Income

- Includes items such as rent, dividends, share sales, employment.

Business Records

- Bookkeeping records where you conduct your own business.

Other Information

Spouse Details

- If we are not preparing their tax return, advise full name, date of birth and taxable income

Dependent Children

- How many do you have?

Change of Bank Account Details

- If your bank details have changed since your last return, please provide the new bank details.

Zone Allowance

- If you live and work in a remote area, please advise where and over what dates. (Note: not applicable to fly in fly out workers)

Note: We are happy to receive a summary of information from you, however it is important that you ensure you have sufficient supporting evidence of your claims and retain them for at least five years. In some circumstances we may require you to provide us with your supporting evidence. Supporting evidence must be clear and readable in paper or digital format.