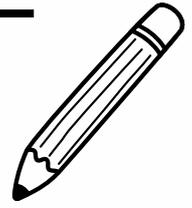


# TY FRANCIS

## COMPREHENSIVE CHECKLIST -INDIVIDUAL



1	<b>Income</b>	4	<b>Investment property</b>
	<p><i>Please note that TY Francis will have access to any payment summaries, health fund statements, dividends and bank interest through the ATO agent portal.</i></p> <ul style="list-style-type: none"> <li>• Payment statements for wages, pensions, employment termination payments, lump sum payments</li> <li>• Bank interest, dividend statements and foreign sourced income</li> <li>• Partnership/trust distribution statements</li> <li>• Rental income</li> <li>• Deductible amount for pension/annuities</li> <li>• Capital Gains Tax statements (details of any assets sold)</li> <li>• Managed fund annual tax statements</li> <li>• Contract notes for share purchase/sell transactions</li> <li>• Tax statements from stockbrokers</li> <li>• Statement for income received from life insurance payments</li> </ul>		<ul style="list-style-type: none"> <li>• Advertising for tenants</li> <li>• Body corporate fees</li> <li>• Borrowing expenses</li> <li>• Cleaning</li> <li>• Council rates</li> <li>• Capital allowances (depreciation on plant)</li> <li>• Gardening / lawn mowing</li> <li>• Insurance</li> <li>• Interest on loan(s)</li> <li>• Land tax</li> <li>• Legal fees</li> <li>• Pest control</li> <li>• Property agent fees / commission</li> <li>• Quantity surveyors report – if available</li> <li>• Repairs and maintenance</li> <li>• Capital works deductions (special building write-off)</li> <li>• Stationery, telephone and postage</li> <li>• Water charges</li> </ul>
2	<b>Employment income deductions</b>	5	<b>Other deductions</b>
	<ul style="list-style-type: none"> <li>• Receipts or evidence of work related deductions (tools, car, home office, travel, laundry)</li> <li>• Receipts for self education expenses (fees, books, computer costs)</li> <li>• Union fees</li> <li>• Car finance lease statements</li> </ul>		<ul style="list-style-type: none"> <li>• Tax agent fees</li> <li>• Deductible superannuation contributions (letter from superfund approving deduction)</li> <li>• Donations</li> <li>• Income protection premiums</li> <li>• Financing lease statements</li> </ul>
3	<b>Investment related deductions</b>	6	<b>Offsets</b>
	<ul style="list-style-type: none"> <li>• Interest/fees on borrowing for investment purposes</li> <li>• Asset purchase and sale agreements</li> </ul>		<ul style="list-style-type: none"> <li>• Private health insurance statement</li> <li>• Dependents</li> <li>• Zone offset details – if you live in a remote area, you may be eligible for an offset</li> <li>• Sole parent/spouse/pensioner</li> <li>• Spouse details (full name, DOB, income)</li> </ul>

7	Other useful information	8	For new clients
	<ul style="list-style-type: none"> <li>• Credit card statements</li> <li>• Bank account name, number and BSB</li> <li>• Loan statements</li> <li>• Prior year tax return</li> <li>• Prior year tax losses</li> <li>• Details of government debts (child support, Centrelink etc)</li> </ul>		<ul style="list-style-type: none"> <li>• Last year's Notice of Assessment</li> <li>• ABN (if applicable)</li> <li>• Any PAYG instalments paid</li> </ul>

