

# Ultimate checklist to slay tax time



## 01 / Income Documents

All the info and forms related to any income you've earned over the last financial year, including:

- Payment Summaries and Income Statements. You can speak to your employer to find out which documents you'll get. FYI, you can normally access this info via the myGov portal after 31 July.
- Lump Sum and Termination Payment Summaries - if you've left or changed jobs this financial year
- Government payment summaries - if you received financial support this year
- Interest income from banks and building societies
- Dividend statements for dividends received or reinvested
- Annual Tax Statements from Managed Funds
- Annual Statements from Super Funds

## 02 / Other Income

Any info, forms, receipts etc that relate to any other sources of income you have outside of your main job, including:

- Rental properties
- Business income
- Foreign income
- Capital gains
- Employee share schemes

## 03 / Deductions

Proof of all work related expenses that you want to claim as a tax deduction, including:

- Motor vehicle expenses
- Travel, such as fares and accommodation
- Uniforms or workwear
- Self-education or professional development training
- Union, registrations, tools, subscriptions, or memberships
- Home office gear as well as seminar or conference costs
- Phone, computer, or interest expenses
- Donations to registered charities or building funds
- Income protection insurance premiums

## Offsets & Refunds

- Health insurance and rebate entitlement statements
- IAS statements or details of PAYG instalments paid if you run your own business
- Spouse details including taxable and exempt income

## Tax Refunds

Have your bank account details, including BSB and account number, ready when lodging your return so you can claim any refunds you're entitled to.