



2026 TAX RETURN CHECKLIST
INDIVIDUALS

IMPORTANT NOTE – WORKFLOW MANAGEMENT

We will endeavour to ensure your individual tax return is lodged with the ATO by the due date, provided all required information and documentation is received by 15 February 2027. If the necessary information is not received by this date, we may not be able to guarantee lodgement of your 2026 tax return by the due date.

NAME: _____ **OCCUPATION:** _____

DATE OF BIRTH: _____ **TFN (New clients only)**
Please contact our office to provide your TFN.

PHONE NO. DAYTIME: _____ **AFTER HOURS:** _____

EMAIL ADDRESS: _____

STREET ADDRESS _____

POSTAL ADDRESS _____

NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IMPORTANT NOTE - ATO Electronic Funds Transfer for Refunds

The ATO now issues all Individual Income Tax Refunds via Electronic Funds Transfer (EFT) only.

In order for us as tax agents to comply with this change, we will require details of a nominated bank account for each individual (including children) to have your refunds deposited into. This account does not have to be solely held in your name, if you prefer to use a joint account then you are able to do so.

BSB:

ACCOUNT NUMBER:

ACCOUNT NAME:

SECTION 1: INCOME

1. **Income Statements** (formerly PAYG Summaries or Group Certificates, these are now automatically lodged to the ATO) (including pension payment summaries). Your Income Statement should include any overtime, travel, meal allowances, etc. If not please advise.

Please confirm the number of expected income statements for the year _____

2. **Other Salary income:** (includes any directors' fees, commissions etc.)

3. **Employer Lump Sum or Termination Payments** (if you received a lump sum or termination payment please provide Eligible Termination Statement – ETP Statement or other details)

Have you received a lump sum payment? Yes No

4. **Interest** (money received on any of your bank accounts)

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	Joint Account?

5. **Dividends**

Please provide copies of dividend statements of income received. Also note that if you are on the **dividend reinvestment plan (DRP)** which means you don't physically get the money to bank [the company uses that money to buy you more shares] that this is still income and must go in your return.

ASX Code	No. of shares	Unfranked Dividend	Franked Dividend	Franking Credit

Please provide your own list if more convenient.

6. **Employee Shares/Options:** Have you received any Shares and/or Options under the Employee Share Scheme?

Yes No If yes, please attach the Employee Share Scheme Statement issued by the employer.

7. **Trusts and Partnerships:** (i.e. example of trusts include BT, Dexus, Colonial First State, Goodman etc.). Name of trust or partnership – Please provide documents (including Tax Statements) to show income from the funds you list.

8. **Capital Gains:** Did you sell any assets such as shares or property which were acquired after 20 September 1985.

Yes No

If yes, then please provide documentation of when it was **purchased / cost** and documents on **sale / funds received etc.**

Shares - Sales

Please provide 'buy' & 'sale' contracts

Property (such documents may include)

Purchase documents		Sale Documents	
Contract of sale	<input type="checkbox"/>	Contract of sale	<input type="checkbox"/>
Settlement Statement	<input type="checkbox"/>	Settlement Statement	<input type="checkbox"/>
Statement of Adjustments	<input type="checkbox"/>	Statement of Adjustments	<input type="checkbox"/>
Stamp duty	<input type="checkbox"/>	Conveyancing fees	<input type="checkbox"/>
Transfer of land registration	<input type="checkbox"/>	Agent commission	<input type="checkbox"/>
Conveyancing fees	<input type="checkbox"/>		
Buyers advocate fee	<input type="checkbox"/>		

9. **Rental Income:** Please attach details of the rent received and all expenses in their separate categories. Please supply Lawyers settlement sheets, purchase contract and agent's invoice, if any, for property acquired. Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager or this office.

Refer to the attached schedule for details required for each property.

10. **Foreign Sourced Income:** Did you have any foreign income during the financial year, including overseas rental properties or investments (e.g. managed funds or international shares)? If yes, please provide details.

During the year did you own, or have an interest in, assets located outside Australia which had a total value of AUD\$50,000 or more?

11. **Business Sourced Income:** Did you have any business income? If so, please complete the business checklist with details relating to the business activity.

12. **Any other income:** Did you receive any government allowances, pensions or payments (e.g. Newstart, Youth Allowance, Austudy, Australian Government Disaster Recovery Payment or Natural Disaster Relief Recovery Arrangements), or any insurance payments? (Some of these payments may be covered under Item 1.)

SECTION 2: DEDUCTIONS

Please ensure you are able to substantiate all claims, even if less than \$300. Refer to tax tips for more information.

1. **Motor Vehicle:** Did you use your own car for business / work purposes during the year?

Yes No

If yes, then please provide one of the following: -

Car Type:		Registration Number:	
Purchase Date:		Purchase Cost:	

Is the vehicle an Electric Vehicle (EV), Plug-in Hybrid Electric Vehicle (PHEV), or Petrol/Diesel vehicle?

E V PHEV Petrol/Diesel

Logbook Method – Business % use: Please provide a completed logbook maintained for a continuous 12-week period to enable us to confirm the work-related percentage.

Please provide details of all motor vehicle expenses incurred during the financial year, including fuel or electricity (for EVs), repairs and maintenance, registration, insurance, and any other related running cost.

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract.

If you have a lease for your vehicle, please provide figures for your lease payments.

Kilometres Method: You haven't kept a logbook but use your car for work. Please advise how many kilometres you would have travelled for work, noting the maximum claimable by the ATO is 5,000 kilometres.

Kilometres: _____

1. **Work Uniform:** Do you have to wear a logo uniform or protective clothing?

Yes No

If yes, were you out of pocket through the year for purchasing any new items (if so please provide details).

2. **Other Work Related Deductions:-** (please provide receipts where possible)

Work related travel expenses _____

Union fees / professional bodies _____

Home office expenses: If you work from home as part of your employment duties, you may choose between the Fixed Rate Method (\$0.70 per hour) and the Actual Cost Method.

Fixed Rate Method (number of hours spent working from home per/week)
Please note this rate covers energy, phone/mobile, internet, stationery and computer consumables. If you're using this method, you can't claim an additional separate deduction for these expenses.

Actual Cost Method Total electricity & gas bills for financial year _____
Home office size in relation to total home floor space (eg 15%) _____

Telephone (incl. mobile) and Internet expenses: You must work out your work-related use over a continuous 4-week representative period (for example, using itemised bills). This percentage is then applied to the full income year. Work use is calculated by comparing work calls/data to total usage. See [PS LA 2001/6](#) for further guidance.

Stationery and computer consumables: _____

Tools and equipment: _____

Seminar costs or self-education: _____

3. **Other:** (Any costs you incurred that were directly related to your job). Please provide details.

4. **Income Protection Insurance Deductions**

Do you have tax deductible Income Protection Insurance Yes / No?

Please provide details of your insurance policies:

Policy Type	Sum Insured	Insurer	Premiums \$	Premium Frequency

5. **Gifts or Donations:** Did you make any gifts or donations during the financial year?

Yes

No

If yes, please provide details of your donations:

Entity	Amount Donated

6. **Cost of Managing Tax Affairs:** The cost of handling tax returns and other accountancy that were incurred this financial year. Please provide details

7. **Personal Superannuation Contributions:** If you made any personal concessional superannuation contributions during the financial year, please provide details of the contributions and a copy of the **Notice of Intent to Claim a Tax Deduction** acknowledgement from your superannuation fund confirming the amount claimed.

8. **Other Deductions:** Any other deductions that were not listed above. Please provide details

Rental Schedule

(Please provide copies of statements and receipts)

Tax Payer Name:	Financial Year:
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Property Details	
Address:	
Post Code:	
Date Property First Earned Rental Income:	
The number of weeks the property was rented this year:	
The number of weeks the property was available for rent:	
Entity's % Ownership:	
Has the Loan for the property been renegotiated this year?:	
Purchase Contract Date:	
Date Deposit was Paid:	
Settlement Date:	

Purchase Costs:	
Purchase Price:	
Conveyancing:	
Stamp Duty:	
Other Expenses:	
Renovations:	

Borrowing Expenses:	
Loan Fees:	
Stamp Duty on Mortgage:	
Mortgage Insurance:	
Other Borrowing Expenses:	

Rental Income for the Year:	
Rental Income:	
Other Income:	

Rental Expenses:	
Advertising for Tenants:	
Body Corporate Fees: *	
Cleaning:	
Council Rates:	
Gardening:	
Insurance (Landlord & Property):	
Interest on Loans: **	
Land Tax:	
Legal Fees:	
Pest Control:	
Agent's Fees:	
Repairs & Maintenance:	
Office Supplies:	
Water Charges:	
Sundry Rental Expenses:	

Plant and Furniture additions, changes, scrapping during the year?	Yes	No
Renovations during the year?	Yes	No
Loan Refinancing During the year?	Yes	No

If you have said yes to any of the above questions, please provide receipts for items over \$300, an itemised list and any statements.

** If you have paid a special levy, please advise the purpose of the levy so we can confirm whether it is deductible or relates to capital works.*

*** Please ensure only the interest component of the loan repayment is claimed. Also, if the loan was used partly for private purposes, please let us know so we can apportion the interest accordingly.*

TAXPAYER'S DECLARATION

I declare that all the information I have given is true and correct.

Taxpayer's Signature:		Date:	
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