



**McConachie  
Stedman**

## **TAX RETURN CHECKLIST**

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Before you meet with your accountant to lodge your tax return, please review the following list and tick the items that apply to you. Please bring all relevant documentation and receipts with you to your appointment.

### **Business Income & Expenses**

- ☐ Computer program backup on disk, USB or uploaded to Client Portal (Nimbus)
- ☐ Access granted to any cloud based accounting software. Ask your Accountant what to send and to where.
- ☐ Password or account setup for your computer program
- ☐ Bank statements for business and/or investment accounts
- ☐ Cheque & Deposit books
- ☐ Bank statements for all loan accounts
- ☐ New Loan, Hire Purchase, Lease or Insurance Funding Agreement
- ☐ Details of creditors at 30 June
- ☐ PAYG withholding on wages owing at 30 June
- ☐ Superannuation owing at 30 June
- ☐ Details of debtors at 30 June
- ☐ List of bad debts for the year
- ☐ Total stock on hand at 30 June
- ☐ Livestock numbers on hand at 30 June
- ☐ Details (invoice) of equipment purchased or traded in
- ☐ STP Finalisation report
- ☐ Details of private use percentages (phone, electricity, vehicles/ new logbook)
- ☐ Premium schedule for Insurance policies paid
- ☐ Details of superannuation contributions for business owners

### **Income**

- ☐ Foreign PAYG Payment Summaries and payslips (where appropriate for the financial year)
- ☐ Details of any government tax exempt pensions received
- ☐ Jury Service Payments
- ☐ Royalties

## Work Related Tax Deductions

- ☐ Motor vehicle expenses (e.g. kilometres, engine size, purchase price & date, log book)
- ☐ Travel
- ☐ Uniforms
- ☐ Self-education expenses
- ☐ Sun protection claim (if you work in the sun)
- ☐ Union fees
- ☐ Seminars / Courses / Conferences
- ☐ Overtime meal expenses
- ☐ Briefcase / laptop bag
- ☐ Tools and equipment
- ☐ Electric car specific expenses (commercial charging expenses, electricity bill and direct cost of charging car at home)
- ☐ Computer costs
- ☐ Software
- ☐ Memberships and subscriptions
- ☐ Telephone / Mobile Phone / Internet
- ☐ Reference books / Journals / Trade Magazines
- ☐ Home office expenses

*If you worked from home during the financial year, there are two ways to calculate your home office expenses:*

- 1. Fixed Rate Method – Claim 70 cents per hour for each hour you work from home. This rate covers costs such as internet, phone, electricity, stationery, and other consumables.*
- 2. Actual Cost Method – You must keep detailed records to prove the expenses you incur are directly related to working from home.*

To make logging your expenses easier, we have created a log book for any work conducted from home, which you can complete prior to doing your tax return. Visit our website at <https://www.mcs.au/tools/>.

## Don't Forget

When claiming work related expenses, ensure you also advise of any private use percentages (e.g. Mobile phone, computer).

## Rental Properties

- ☐ Details of all rent received (agent statements or bank statements)
- ☐ Period that the properties was rented (or available for rent)
- ☐ All loan statements relating to rental properties
- ☐ Depreciation report
- ☐ Details of all expenses relating to rental properties (e.g. repairs, property management fees, rates, building and landlord insurance)
- ☐ Details of the purchase and / or sale of properties (Settlement letters and contracts)

## General Tax Deductions

- ☐ Income protection insurance

- ☐ Details of superannuation contributions (including intention to claim form from super fund)
- ☐ Gifts and donations
- ☐ Tax related expenses (including tax agent fees, travel to tax appointment)

## Investments

- ☐ Interest on all bank accounts held
- ☐ Details of any dividends received
- ☐ Tax statements from managed funds
- ☐ Details of any investments and/or assets sold (include both details of the purchase and the sale)
- ☐ Interest on margin loans or other investment loans
- ☐ Cryptocurrency transactions

## Other

- ☐ Spouse income
- ☐ Details of dependent children (number of children, names and date of birth)
- ☐ Family Tax Benefit (Have you claimed during the period?)
- ☐ Details of child support payments (amounts paid or benefits provided for maintenance)
- ☐ Last superannuation statement received
- ☐ Home loan statement
- ☐ Life insurance policies

**Important:** Bank account details are required to receive your tax refund, as cheques are no longer issued. Please provide your account details below.

Account Name:

BSB:

Account Number:

If your contact information has changed, please contact your accountant or advisor on 1300 363 866. Alternatively, you can email us at [mail@mcs.au](mailto:mail@mcs.au).

Raise your additional notes and questions below:




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1300 363 866 | [www.mcs.au](http://www.mcs.au)

Toowoomba | Clayfield | Redcliffe | Kingaroy | Crows Nest | St George