

Tax Return Preparation Checklist

Use this checklist to prepare all documents before engaging DJ Grigg Financial for your individual tax return. It ensures we have everything required to complete your lodgement accurately and efficiently.

Personal Information

- Full legal name
- Date of birth
- Tax File Number (TFN)
- Residential address
- Contact number and email address
- Current residency status (Resident / Non-resident / Temporary)
- If residency changed during the year: provide dates and details
- Provide Client Code (if applicable)

Employment Details

- Income Statement or Payment Summary from all employers
- Details of salary, wages, allowances, fringe benefits, employer super contributions, lump sums, and ETPs
- Work-related deductions: motor vehicle (logbook, odometer, receipts), travel, uniforms, self-education, tools, home office, etc.
- Union fees and professional memberships
- Work-related subscriptions

Investment Income

- Bank interest statements (including ATO interest on refunds)
- Dividend statements (with franking credits)
- Managed fund annual tax statements
- Capital gains/losses from sale of shares, crypto, or property
- Records of reinvested dividends
- Rental property details (if applicable)

Government Payments

- Centrelink payment summaries (JobSeeker, Youth Allowance, Austudy, etc.)
- Any other government grants or rebates received
- Details of COVID or disaster relief payments

Superannuation and Retirement

- Annual super statements
- Personal contributions and notice of intent to claim a deduction
- Government co-contribution or spouse contribution details
- First Home Super Saver Scheme release details

Deductions and Offsets

- Donations (\$2 or more to registered charities)
- Tax agent fees
- Income protection insurance premiums
- Investment management costs
- Private health insurance statement
- Spouse and dependent details (for offsets)
- HELP/HECS/SFSS/TSL loan statements
- Carried-forward capital or revenue losses

Other Information

- Cryptocurrency transaction summaries
- Foreign income and tax paid
- Trust and partnership distributions
- Business or personal loans between related parties
- ATO correspondence and notices
- PAYG instalment statements
- Notes for special circumstances

Rental Property Income & Expenses

- Rental income (agent statement or self-managed record)
- Airbnb or short-term accommodation income
- Loan interest and borrowing costs
- Council, water rates, and land tax
- Strata/body corporate fees
- Insurance (building, contents, landlord)
- Repairs, maintenance, and depreciation schedule
- Capital works deductions

- Property agent fees, cleaning, and advertising
- Accounting and legal fees
- Settlement statements, legal documentation, and CGT records

Sole Trader / Business Income

- ABN, business name, and BAS records
- Profit and loss statement and balance sheet
- Bank reconciliations and accounting software data file access
- Payroll, STP reporting, and super contributions
- COVID-related grants or payments
- Private use adjustments for business expenses
- GST registration and reporting
- Motor vehicle logbooks
- Personal Services Income (PSI) assessment