

**AWT ACCOUNTANTS  
 GUIDE TO DOCUMENTS TO BRING IN AT YEAR END – INDIVIDUALS**

Please review the information requirements and **scan/email or drop off** the items that relate to you.

Please note, this is not an exhaustive list but provides an indication only of documents required to complete your yearend work. Do provide any additional information you feel relevant.

**Client's Name:**

**Year End:**

REQUIRED INFORMATION	Yes / No	INFORMATION PROVIDED LAST YEAR
<b>Bank Details</b> It is now compulsory to provide the ATO with banks details. Please provide the name of you financial institution, BSB and account number plus the name(s) of the account holder		Financial Institution:  BSB:  Account No:  Name(s) of account holder:
<b>Details Update – Name, address or contact details.</b> Has your name, address or contact details changed since we last did your tax return? If yes, please provide details.		
<b>PAYG</b> Do you have a PAYG Payment Summary from your employer? If yes, how many? Please provide copies. Please also include Payment Summaries you may have received for Termination Payments, Super Lump Sum or Super Income Stream.		
<b>Current Occupation</b> What is your occupation?		
<b>Bank Interest</b> Do you have any interest from any bank accounts during the year? Please provide bank name and interest earned.		

<p><b>Employee Share Scheme</b>  Do you receive Employee Shares? If so, please provide the Annual statement provided by your employer.  Please advise us, if you have sold any Employee Shares this year.</p>		
<p><b>Government Payments</b>  Did you receive any government payments during the year? Please provide details.</p>		
<p><b>REQUIRED INFORMATION</b></p>	<p>Yes / No</p>	<p><b>INFORMATION PROVIDED LAST YEAR</b></p>
<p><b>Property</b>  • Did you <b>buy</b> a rental property during the year? If so please provide the Settlement statement, loan agreement and offer and acceptance documents.  • Did you <b>sell</b> a rental property this year? If so, please provide the Settlement Statements for <b>BOTH</b> the purchase and sale.</p>		
<p><b>Shares</b>  Did you buy or sell any shares during the year? Please provide <b>BOTH</b> the purchase and sale documents or the price paid for the shares and the amount received on sale.</p>		
<p><b>Dividends</b>  Did you receive any dividends? Please provide dividend slips.</p>		

<p><b>Work Related Expenses</b> Did you have any work related expenses as at 30 June? ie:</p> <ul style="list-style-type: none"> <li>• Motor vehicle- own vehicle used for work- please provide number of kilometers travelled for work and the engine size of the vehicle, please note that most people can't claim the cost of normal trips between their home and their workplace as this travel is private. However, people doing itinerant work or who need to carry bulky tools or equipment that is used for work and can't be left at the workplace can claim for travel between work and home.</li> <li>• Mobile phone or internet work usage- please provide details of the expense and work %</li> <li>• Self-education expenses</li> </ul> <p>For a detailed list of deductible expenses please refer to the ATO website: <a href="http://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/">http://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/</a></p>		
<p><b>REQUIRED INFORMATION</b></p>	<p>Yes / No</p>	<p><b>INFORMATION PROVIDED LAST YEAR</b></p>
<p><b>Donations</b> Have you made any donations to charities during the previous year? Please provide the receipts so we may confirm they are Deductible Gift Recipients.</p>		
<p><b>Agent Fees</b> What were your tax agent fees for the previous year?</p>		
<p><b>Private Health</b> Do you have private health cover? If so, please provide your annual Private Health Statement.</p>		<p><i>Please provide BOTH your annual Private Health Insurance statements.</i></p>
<p><b>Children</b> Do you have any dependent children?</p>		

<p><b>Sole Trader</b> Did you receive any income as a sole trader? If so, please provide evidence of your business income and expenses</p>		
<p><b>Rental Properties</b> Did you receive income from a rental property? If so, please provide your Real Estate agent annual rental Summary or provide details for rent received and expenses incurred.</p>		
<p><b>Trust/Partnership Income</b> Did you receive any income from a trust or a partnership?</p>		
<p><b>Capital Gains- ie: sale of shares or investment properties</b> Did you have any capital gains events in the past year? If so, please provide BOTH the purchase and sale documents.</p>		
<p><b>Higher Education</b> Do you have a HECS / HELP debt?</p>		
<p><b>Superannuation</b> Did you make a personal superannuation contribution this year?</p>		
<p><b>Additional information</b></p>		
<p><b>Progressive Finance Complimentary Debt Review</b> Please provide the following current documents for a review of your loans and personal debts. This includes business loans, personal and property loans and credit card debt.</p> <ul style="list-style-type: none"> <li>• Mortgage Statements</li> <li>• Credit Card Statements</li> <li>• Personal Loan Statements</li> <li>• Any Other Loans – Copies of Statements</li> </ul>		