



# LMH ACCOUNTANTS

Accounting - Income Tax - GST - Business Advice

## TAX RETURN CHECKLIST

*Please note this is intended as a general guide only, you should provide us with any and all information relating to your income and expenses.*

### GENERAL INFORMATION

*Existing clients, please only supply details if they have changed since your last tax return was prepared*

- Tax File Number
- Full name
- Home address
- Postal address
- Date of birth
- Mobile phone
- E-Mail address
- Bank Details for any tax refunds
- Occupation
- Residency for Tax (Australian, Foreign, Working Holiday Maker)
- Spouse's name, date of birth & taxable income
- Number of dependent children

\*New Clients – we must sight photo identification (drivers license, passport etc.)

### INCOME

- Salary & wages
- Allowances, directors fees, bonuses etc.
- Employer lump sum payments
- Employment termination payments
- Australian Government allowances & payments & pensions
- Australian annuities & superannuation income streams/lump sums

Lisa Hausler, M.Taxation, B.FinAdmin, FIPA, FFA, Reg. Tax Agent, J.Peace (Qual).

Office: 25 Earle Ct, Tallai Qld 4213 | Phone: 07 5525 2131 | Email: admin@lmhaccountants.com.au

ABN : 14 237 065 180 | www.lmhaccountants.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

- Australian Government grants, subsidies or other payments
- Attributed personal services income
- Interest earned from bank accounts & investments
- Dividends received or reinvested
- Employee share schemes
- Distributions from partnerships or trusts
- Income & expenses from operating under an ABN (sole trader)
- Farm management deposits or withdrawals
- Capital gains or losses such as:
  - Selling a property
  - Selling shares
  - Selling cryptocurrency, NFT's or other digital assets
  - Selling any other investments
  - Note! Capital gains need to be reported when the contract is signed, not when settlement occurs.
- Foreign income
- Rental property income & expenses
- Bonuses from life insurance companies
- Forestry managed investment scheme income
- Income from insurance payouts
- Other income

## DEDUCTIONS

- [Work related car expenses](#)

Cents per km method or Logbook method

Please provide either:

- No of km's travelled for work purposes; OR
- What % of your vehicle is work related based on your logbook AND
  - Fuel Costs
  - Insurance & Registration Costs
  - Repair & Maintenance Costs
  - Purchase invoice & finance documents for your vehicle

- [Work related overnight travel expenses](#)

- [Work related uniforms & clothing expenses](#)

[Work related self education expenses](#)

[Other work related expenses](#) including what % of these is work related:

- Seminars & courses
- Home office expenses (running expenses or number of hours worked)
- Computers & software
- Phone & internet
- [Tools & equipment](#)
- Subscriptions, union fees or professional fees
- Depreciation (we will calculate the correct amount to claim)
- [COVID-19](#) tests & [PPE](#)

Investment expenses

Donations

Accountancy and tax agent expenses

UPP (for foreign pensions or annuities)

Personal superannuation contributions

You must have completed and provided your fund with a [notice of intention to claim a tax deduction](#)

Income protection insurance

Forestry management investment scheme deductions

## **OTHER INFORMATION**

[Number of days you lived in a remote area](#)

Private health insurance statement