Power2 Caboolture Pty Ltd ABN 82 611 367 063
Power2 Brisbane Pty Ltd ABN 15 158 390 937
Power2 Financial Services Pty Ltd ABN 51 164 747 595 AFSL No. 444078

Power2
• ACCOUNTING • FINANCIAL ADVICE •

2019 Tax Return Checklist for Individuals

We aim to provide high quality accounting, tax and planning services to individuals and small to medium businesses.

We offer a complete suite of services which can be tailored to suit your personal circumstances, including:

- Tax returns & tax advice
- Accounting for Sole Traders, Trusts & Companies
- Accounting, administration & investment services for Self Managed Super Funds
- Business planning
- Investment planning
- Superannuation & retirement planning strategies & products
- Insurance strategies & products

This information is general advice only and does not take into account your personal objectives, financial situation or needs. Before acting on information you should consider the appropriateness in light of your own circumstances. When deciding whether to acquire or continue to hold a financial product, you should first obtain and consider the Product Disclosure Statement, which can be obtained from your financial adviser or directly from the product issuer. Information current at time of writing.

Contact Us:

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196 Kingston Road
T: 07 3808 2868

Caboolture Qld 4510
4/1-5 Piper Street
T: 07 5495 3355

E: info@power2brisbane.com.au
W: www.power2brisbane.com.au

What paperwork is relevant for my tax return?

Your documents can be provided to us in hard copy or electronic format:

- ☐ **Make an appointment** with one of our friendly tax professionals;
- ☐ **Call in** to one of our 2 office locations at Caboolture or Slacks Creek;
- ☐ **Email** to info@power2brisbane.com.au;
- ☐ **Fax** to 07 3808 8600; or
- ☐ **Upload** via the secure client area of our website: www.power2brisbane.com.au

1. **Provide your bank account details**.

Are you expecting a refund? We'll need your bank details including **BSB, account name** and **account number**.

3. **General information**:

- ☐ Income statement available via myGov (previously known as PAYG payment summaries or Group Certificates)
- ☐ Bank account details (see #1 above) and details of any interest received
- ☐ Dividend statements for any dividends received during the financial year
- ☐ Employee Share Scheme payment summaries
- ☐ Tax Statement for any managed funds
- ☐ Receipts for work related expenses
- ☐ Receipts for donations to registered charities
- ☐ Receipt from a registered tax agent for your last tax return fee if not prepared by Power2
- ☐ Full details of your partner's income
- ☐ Private Health Insurance Tax Statement, if applicable
- ☐ Letter/statement detailing your tax deductible income protection insurance premiums
- ☐ Details of any business income and expenses
- ☐ Receipts for medical expenses for disability aids, attendant care or aged care.
- ☐ Are you claiming a personal superannuation contribution? You first must send an intent to claim form to your superannuation fund and have received their notice of acknowledgment.

4. **Have you sold any shares?**

- ☐ Contract/statement for sale of the shares
- ☐ Contract/statement for purchase of the shares
- ☐ Purchase price for shares sold that were acquired via dividend reinvestment
- ☐ Details of any share consolidations, mergers, demergers or rights issues
- ☐ Details of any brokerage costs in purchasing or selling the shares

5. **Have you received any rental income?**

- ☐ Date first rented
- ☐ Real Estate Agent Annual Statement
- ☐ Details of rental income received
- ☐ Receipts for rates, water, insurance, body corporate, pest control and advertising
- ☐ Details of interest incurred on loans used to purchase the rental property
- ☐ Receipts for repairs or improvements or appliance purchases
- ☐ Last year's tax return (if the property was rented last year and this was not prepared by Power2)
- ☐ All purchase documentation (for newly acquired rental properties)
- ☐ Depreciation report (if you have one)

6. **Have you sold an investment property or vacant land?**

- ☐ Sale contract and settlement statement
- ☐ Purchase contract
- ☐ Legal fees and stamp duty paid on purchase
- ☐ Receipts for Building and Pest Reports
- ☐ Receipts for improvements
- ☐ History of rates paid (vacant land only)
- ☐ Receipts for advertising
- ☐ Receipts for Real Estate Agent commission paid and other selling costs

7. **Do you need a Medicare Levy Exemption Certificate?**

If you are a temporary resident, were not an Australian citizen, do not ordinarily live in Australia or were a member of a diplomatic mission, you may be eligible for an exemption from Medicare Levy. For more information contact Medicare on 1300 300 271.

This is not an exhaustive list. Other information may be required that is relevant to your particular circumstances.
Power2 recommends that you obtain your own records to support the information declared in your tax return. The tax agent pre-fill report, while it may contain some of the required information, is not always available and may be incomplete.

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