

TAX CHECKLIST 2024

PERSONAL INCOME TAX RETURN INCOME

- Payment Summaries / Income Statements *
- Termination Pay – Employment Termination Payment (ETP) statement required
- Lump Sum or Pension Income/Super Income Streams payment summaries
- Interest income from banks and building societies
- Dividend statements – received or reinvested
- Sale of property/shares – supply full details including settlement statements for both purchase and sale
- Rental property income and expenditure details including depreciation schedule (see over page)
- Cryptocurrency statements
- Managed fund annual summary
- Any other income – if so please specify

REBATES & OFFSETS

Do you have fringe benefits exceeding \$2000? If so, are they included on your Income Statement?

Are you eligible to claim any of the following rebates? If yes, please provide details.

- Sole Parent – provide details of dependent children; names and date of birth
- Superannuation paid for spouse
- Child support – if you paid any, please quote total paid
- Tax free government pensions – if you received any, please quote total received

DEDUCTIONS

Personal Superannuation contributions?

Please provide a copy of acknowledgment from your superfund that you have lodged a Notice of Intent. This needs to include name of fund, policy number, member number, fund ABN and amount paid into fund.

Gifts and Donations greater than \$2.00

That have been made to a deductible gift recipient (DGR) who is registered to receive tax deductible gifts or donations. Please provide details / receipts.

Interest and Dividend Deductions

Bank fees
Management charges

* You don't need to bring your Income Statement as Verve Group will get this information from the ATO

WORK-RELATED EXPENSES

Motor Vehicle Expenses – did you use your car for work related travel? (this does not include going to and from work)

- Cents per KM:** Please supply details of km's travelled and make and model if under 5000km
- Logbook:** please supply log book and detailed list of vehicle expenditures if you wish to claim using the log book method

Work-Related Travel

Did you incur any other work-related travel expenses which were not reimbursed? If so, please provide full details of expenditure & travel diary if necessary.

Uniform / Protective Clothing

A compulsory uniform can be claimed as a deduction (conventional clothing cannot) provided it has the employers registered company logo. Please provide purchasing and maintenance costs.

Self-Education Expenses

Description of course and details of expenses incurred. Self-Education requires a direct connection to current employment income.

Other Work-Related Expenses

- Subscriptions – Trade Union or professional associations
- Sun protection – receipts required
- Books, journals, and periodicals
- Conference and seminar expenses
- Home office expenses ** See attached ATO Fact Sheet
- Telephone (include mobile), internet **
- Tools of the trade
- Expenses in relation to allowances
- Sickness and accident insurance
- Income Protection insurance
- Any other expenses ** - please specify

** please provide details of apportionment between work related and private use

OTHER INFORMATION

Did you start full-time employment for the first time this year? If yes, please provide date started

Have any of your personal details changed since your last tax return?

Ensure you notify us of changes to residential/postal address. Please reconfirm your bank account details.

Occupation? – please provide

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PERSONAL INCOME TAX RETURN

RENTAL STATEMENT 2024

Property 1: (Address) _____
Property 2: (Address) _____
Property 3: (Address) _____

	Property 1	Property 2	Property 3
Dates available for rent:			
Gross rent received:			
Other rental income:			
Expenditures:			
Advertising for tenants			
Body corporate fees			
Borrowing expenses			
Cleaning			
Council rates			
Depreciation on plant			
Gardening / Lawn Mowing			
Insurance			
Interest on loan(s)			
Land tax			
Legal fees			
Pest control			
Property agent fees / commission			
Repairs and maintenance			
Special building write off			
Stationery, telephone & postage			
Water charges			
Bank charges			
Maintenance levies			
Stamp duty on leased land			
Other – please specify			
NET PROFIT/LOSS:	\$	\$	\$
SHARED OWNERSHIP PERCENTAGES:	PERCENTAGE OWNERSHIP	PERCENTAGE OWNERSHIP	PERCENTAGE OWNERSHIP
NAME:			
NAME:			
NAME:			

Please provide us with a copy of your depreciation schedule. If you don't have one, please speak with us.