

Tax essentials checklist

Hannans360° want to make tax time a breeze for you.

What will I need?

- Driver's licence or other photo identification
- Bank statement and/or bank details for your refund
- Income and deduction information per our checklist below
- Tax file number (TFN) - usually written on your payment summary

Income & deductions checklist

Income

- Payment Summaries
- Employment Termination Payments (ETP)
- Taxable Australian Government pensions & allowances
- Superannuation income streams & lump sum payments
- Interest Income earned on bank statements
- Dividends received including Employee Share Schemes
- Distributions from Partnerships & Trusts

Other Items

- Private Health
- Capital gains & losses - sales of assets including shares and properties will need to be considered
- Rental properties - please request our rental property checklist if you don't already have a copy

Deductions

- Motor vehicle logbooks and/or business kms travelled
- Travel expenses including parking, tolls, accommodations related to business
- Eligible uniforms and laundry expenses
- Phone & Internet use
- Union fees
- Allowances - overtime, meal, travel
- Home office usage
- Equipment purchases - computer, phone, etc.
- Subscriptions & registrations
- Study costs
- Stationery & printing
- Donations made to eligible charities
- Prior year accounting and tax agent costs
- Income protection