

## THINGS TO DO BY YEAR END - SUMMARY

Motor vehicle claims - Please record your odometer at the 30<sup>th</sup> of June

Medicare Levy Surcharge – Please check Private Health Insurance Coverage

SMSF's – Remember to take your minimum pension payment (contact us if this is you)

Construction Contractor Payment Summaries – due by 28th of August

Small Business Write-off of Assets < \$20,000 – Be sure to purchase assets before June 30<sup>th</sup> to get full advantage this financial year.

Super payments – to claim a deduction make sure payment is made well before 30<sup>th</sup> of June to ensure your fund has enough time to process the payment,

Make a donation to a registered Charity.

## THINGS TO BRING IN FOR YOUR TAX

- Bank Details – Please ensure you bring your up-to-date bank details when we process your return.

### INCOME STATEMENTS

- PAYG Payment Summaries (previously Group Certificates) You should be provided a copy from your employer.
- Employee Share Scheme Statements
- Eligible termination payments
- Interest earned from bank accounts
- Share dividend statements Bank Details –.
- Annual tax statements from trusts, managed investments, property and cash management trusts
- Income and expenses from investment properties

### DEDUCTIONS & EXPENSES

- A list of work-related expenses (with receipts).

These may include but not limited to:

- Tools
- Phone – please need work use %
- Internet – please need work use %
- Memberships/Union Fees/Subscriptions
- Reference books
- Tolls, Travel for work (other than to/from)
- Self-Education claims
- Uniforms
- Motor vehicle logbook
- Motor vehicle claims - **Please record your odometer**
- Donations Receipts including School building levies and library funds
- Interest and fees on investment loans
- Personal Superannuation contribution details including fund ABN and member number
- Income protection insurance

### OTHER DETAILS

- Private health insurance
- Amount of HELP debt or Financial Supplement loans outstanding
- Bring the details of your spouse, including their date of birth and taxable income.

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