



D.R. TIGHE & COMPANY PTY LTD TAX AGENTS & ACCOUNTANTS

A.B.N. 88 007 082 331

2014 CHECKLIST - Please note that this is a general list only

Income

- Bank Account Details
BSB and account name and number so your refund can be transferred to your account.
- Employment
Payment Summary (Group certificate).
- Employment
Termination payments - Eligible Termination Statements (ETP).
- Bank Statement
Interest Earned.
- Shares
Dividend statements.
- Government payments
Pensions, Centrelink - Allowance statements.
- Taxable Superannuation pension
Payment summary, letter from payer showing details of deductible amount or 15% offset.
- Trust Distributions statement
Tax Statement for 2014
- Managed fund investments
Tax Statement for 2014
- Capital Gains
If you sold any property, shares or investments, documentation of original purchase, DRP's (for shares) and documentation of sale.
- Rental property
Estate Agent's year-end statement and details of all monies spent in relation to the property, including bank statements on loan.
- Superannuation
Lump sum Payment - ETP
- Other Income
Statements for income streams, overseas income streams including overseas pensions, life insurance bonus payments etc

Please send documentation through to:

2014@drtighe.com.au

OR

P.O. Box 79, Sandringham, 3191

Common work-related claims made by Individuals.

The following outlines common types of deductible expenses claimed by Individual taxpayers, such as employees and rental property owners.

→ Some purchases you may consider to include:

- Mobile Phone
- Tools
- Books, trade journals, reference manuals
- Briefcase/laptop bag
- Calculators, software
- Stationery

1 Work related clothing expenses such as:

- Compulsory, non compulsory (registered), occupational specific and protective clothing.
- Other expenses associated with such as laundry expenses and repairs or adjustments.

2 Self education expenses

- Course fees, student union fees, and tutorial fees.
- Text books and stationery.
- Interest on borrowing used to pay for any deductible self education expenses.
- Expenses that are not a tax reduction but can reduce the \$250 concessional amount

3 Other work-related expenses

- Union fees
- Subscriptions for trade, professional or business association memberships.
- Magazine & newspaper subscriptions.
- Seminars and conferences.

4 Deductions (in addition to those mentioned)

- Award transport allowance claims.
- Bank & government charges on deposits of income, and deductible expenditure.
- Road tolls (work-related travel)
- Depreciation of library, tools, business equipment, incl. Portion of home computer.
- Gifts/donations.
- Home office running expenses:
 - Cleaning.
 - Depreciation of office furniture.
 - Additional electricity & gas.
 - Telephone.
- Interest on loans to purchase equipment or income earning investments.
- Motor Vehicle Expenses (Business).
- Overtime meal allowances (Must be specified on payment summary).
- Tools of trade (Business).
- Telephone expense.
- Taxation fees and other accounting and auditing fees.
- Income protection insurance (Excluding death and total/permanent disability).
- Sickness and accident insurance premiums if the premium incurred is for the loss of income

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- 5 Travel: Work-related using own car:
- Make and model of car
 - Engine Capacity
 - Registration number
 - Estimated km's travelled for work purposes; or
 - Motor vehicle log book.
 - List of Expenses:
 - Petrol/Oil
 - Repairs & Maintenance
 - Registration and Insurance.
 - (You must have kept a log book & the receipts to claim the actual expenses)
- 6 Sun protection items for outdoor workers.
- Sunglasses.
 - Sunscreen.
 - Sun hats.
- 7 Rental property expenses - including:
- Advertising expenses
 - Council/water rates
 - Insurance
 - Interest
 - Land Tax
 - Legal expenses/Management fees
 - Property valuation costs
 - Repairs and maintenance
 - Replacements (e.g. Fences)
 - Telephone expenses
 - Travelling to inspect property
 - Body corporate expense
 - Borrowing costs
- 8 Superannuation contributions.
- Sole traders or substantially unsupported taxpayers (the self employed are now eligible for the super co-contribution).
- 9 Tax offsets (rebates)
- Any changes to dependents information (Income of spouse will be required)
 - Senior & Australian Pensioner Tax Offset.
 - Details of medical expenses where total exceeds \$2,162 if you're Adjusted Taxable Income is \$88,000 or less (for singles) or \$176,000 or less (for Families) after rebates from Medicare and Private Health Fund (Tax Offset is 20% of excess).
Or;
Details of medical expenses where total exceeds \$5,100 if you're Adjusted Taxable Income is over \$88,000 (for singles) or over \$176,000 (for Families) after rebates from Medicare and Private Health Fund (Tax Offset is 10% of excess).
 - Mature age tax offset (Over 55 years)
 - Private Health Statement, Fund membership number, Hospital or combined?
 - Contributions to a Superannuation Fund on behalf of your spouse

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