

PREPARATION CHECKLIST

Individual Income Tax Return

To assist us in preparing your 2024 income tax return, please use this checklist when you compile your information and return it along with your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

Once we have completed your tax returns and financial statements (if applicable), we will forward them to you for electronic signature unless you specifically request paper copies. For more information on how to sign your financial statements and tax returns please click on the links provided.

Financial Statements: <https://support.mpwealthportal.com/hc/en-au/articles/10010105287567-How-do-I-sign-a-document>

Tax Return: <https://central.xero.com/s/article/Sign-a-document-your-advisor-has-sent-you-to-authorise#Declinetosignadocumentyouvebeensent>

Please ensure you complete ALL relevant questions and provide additional information as required in electronic format.

	Your Details	Spouse/Partner
Full Name(s)		
Postal Address		
Residential Address		
Email		
Mobile		
Home Phone		

	Financial institution details
BSB Number	
Account Number	
Account Name	

Note: The ATO has now advised that it will only pay refunds via electronic transfer. It will no longer issue refunds in cheque form.

Please ensure you supply ALL documentation required if any items above are relevant to you

If we are preparing your return for the first time		
Tax File Number	Please call office to provide Please do not send via email for security purposes	Please call office to provide Please do not send via email for security purposes
A.B.N.		
Date of Birth		
Children's Names		
Children's D.O.B.		
Please also provide a copy of your last income tax return		

Income	Yes	N/A	Data sent via Myprosperity portal
MyGov A/C updated for 2024			
Salary or wages (please provide Income Statement)			
Allowances, earnings, tips, directors' fees etc.			
Employer lump sum payments e.g. Pro Rata Annual Leave			
Employment Termination Payments			
Australian Government allowances such as new start, youth allowance, and austudy payments			
Australian Government pensions and allowances			
Australian superannuation pensions or lump sum payments			
Bank Interest (please provide bank interest summary)			
Dividends from companies in Australia (including any reinvested) (please provide dividend statements)			
Distributions from partnerships and/or trusts			
Foreign income (including pensions) and foreign assets or property (including foreign rental properties)			
Rental properties (refer to Rental Property checklist)			

Please ensure you supply ALL documentation required if any items above are relevant to you

Have you sold any investments or major assets? (e.g. Shares or property) Please attach consultant notes on Settlement Statements.			
Have you received any other income? If so please provide details.			

If you have answered yes to receiving any other income, please provide the details below

<i>Income type</i>	<i>Amount received</i>

Work related Expenses	Yes	N/A	Data sent via Myprosperity portal
Motor Vehicle Expenses (please provide your logbook or km's travelled, car make, model and engine size) More information on motor vehicle expense calculation methods here: https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Motor-vehicle-expense-calculation-methods/			
Do you have a completed logbook that is for your current vehicle and is less than 5 years old?			
Travel expenses in relation to your employment			
Work related clothing expenses such as purchase of uniforms or protective clothing. Including any laundering or Dry cleaning			
Self-education expenses (please list course undertaken) and provide a schedule of the expenses,			
Union fees or professional memberships			
Conference, seminar or training courses			
Working from home (actual cost method) – provide telephone, internet & electricity etc. Including an estimate (%) that is work related. More information on working from home (actual cost method) here: https://www.ato.gov.au/Individuals/Income-deductions-offsets-and-records/Deductions-you-can-claim/Working-from-home-expenses/Actual-cost-method/			
Working from home (Fixed rate method \$0.67 per work hour) – provide number of hours working from home. (A comprehensive record of total actual hours worked from 1 March 2023 onwards is required) More information on working from home (fixed rate method) here: https://www.ato.gov.au/Individuals/Income-deductions-offsets-and-records/Deductions-you-can-claim/Working-from-home-expenses/Fixed-rate-method---67-cents/			

Please ensure you supply ALL documentation required if any items above are relevant to you

Tools & equipment including books, stationery and professional libraries			
Parking			
Other work-related expenses not listed			
If you have answered yes to other work-related expenses, please provide the details below or attach a separate list			
Expense type	Amount paid		

Other expenses & Deductions	Yes	N/A	Data sent via Myprosperity portal
Gifts or donations to charity, including school building funds			
Expenses relating to your dividend & interest income such as bank fees, financial advice & interest on investment loans			
Accountant's or tax agents fee (if we are doing your return for the first time)			
Income protection Insurance			
Superannuation contributions paid personally (please provide a copy of the deduction notice received from your super fund (Section 290-170 notice)			
Other deductions not listed			

Tax Offsets & rebates	Yes	N/A	Data emailed in PDF format?
Do you have a dependent spouse?			
Do you have any dependent children? - Name & DOB:			
Do receive a pension from Centrelink or DVA?			
Did you make superannuation contributions on behalf of your spouse?			
Do you have out of pocket medical expenses for disability aids, attendant care or aged care?			
Are you or have you lived in a remote or isolated area of Australia?			

Please ensure you supply ALL documentation required if any items above are relevant to you

Are you exempt from paying the Medicare Levy, or are eligible for a reduced rate?			
Do you have a H.E.L.P debt or Student Financial Supplement debt?			

Additional Information

If there is any other information that you consider relevant, or you have concerns/queries, please provide us with details and attach information if applicable:

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Client Signature Date