COASTSIDE ACCOUNTING

FINANCIAL YEAR 2025-26

Individual tax return *checklist*

Tick off what applies to you, gather the paperwork, and send it through. Not every item will apply, and if you're unsure whether something counts, include it and Scott will sort it out.

Covers 1 July 2025 – 30 June 2026 **Using a tax agent** usually means extra time to lodge

YOUR NAME

DATE SENT

01 About you

- [ ] Tax file number
  We'll collect this by phone or securely, not by email
- [ ] Bank account for your refund
  BSB and account number in your name
- [ ] Changes to your address, phone or email
- [ ] Spouse details
  Name, date of birth and taxable income
- [ ] Dependent children
  Names and dates of birth
- [ ] Last year's notice of assessment
  New clients only

02 Income

- [ ] Income statements from every employer
  Usually in myGov, marked "tax ready"
- [ ] Centrelink and government payments
- [ ] Bank interest from all accounts
- [ ] Dividend statements
  Including reinvested dividends
- [ ] Managed fund and trust distribution statements
- [ ] Employee share scheme statement
- [ ] Lump sums, termination or redundancy payments
- [ ] Super income streams or lump sums
- [ ] Foreign income and any foreign tax paid
- [ ] Other income
  Side work, gig apps, royalties, prizes

03 Capital gains

- [ ] Shares sold
  Buy and sell contract notes, with dates and brokerage
- [ ] Crypto sold or swapped
  Exchange reports or transaction history
- [ ] Property sold
  Purchase and sale contracts, settlement statements, costs of improvements

! **Keep records for five years.** Receipts, invoices and bank statements all count. Photos on your phone are fine.

04 Work deductions

- [ ] Car used for work
  Logbook, or kilometres travelled for work
- [ ] Work travel
  Flights, accommodation, meals while away overnight
- [ ] Working from home
  A record of hours worked from home, plus phone and internet bills
- [ ] Uniforms and protective clothing
  Including laundry
- [ ] Tools, equipment and computers
  Receipts and date purchased
- [ ] Self-education related to your job
- [ ] Union fees and professional memberships
- [ ] Subscriptions, journals and licences

05 Other deductions

- [ ] Donations of $2 or more
  To registered charities, with receipts
- [ ] Income protection insurance
  Policies held outside super
- [ ] Last year's tax agent fees
- [ ] Personal super contributions
  And the fund's acknowledgement of your notice of intent
- [ ] Interest and fees on investment loans

06 Rental property

- [ ] Property manager's annual statement
- [ ] Loan interest statement
- [ ] Council and water rates
- [ ] Landlord and building insurance
- [ ] Repairs and maintenance receipts
- [ ] Strata or body corporate fees
- [ ] Land tax assessment
- [ ] Depreciation schedule
  From a quantity surveyor
- [ ] Dates the property was rented, vacant or used privately

07 Offsets and levies

- [ ] Private health insurance statement
  Your fund usually sends it to the ATO too
- [ ] HECS / HELP or other study loan
- [ ] Medicare levy exemption certificate
  If it applies to you
- [ ] Time spent in a remote zone or overseas with the defence force

08 Sole traders

- [ ] Your ABN and business name
- [ ] Sales and income records
  Invoices, Xero or MYOB reports, bank statements
- [ ] Business expenses
- [ ] Assets bought or sold for the business
- [ ] BAS lodged during the year
  If registered for GST

Not sure if something counts? Send it anyway. It's Scott's job to work out what you can claim, and nothing gets missed that way.

Notes and questions for Scott

Anything that changed this year: a new job, moving house, buying property, starting a business, having a baby.

Ready? Send it through.

Email your documents, photos or a shared folder link. Returns are completed in the order they arrive, so the sooner the better.

EMAIL
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CALL OR TEXT
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