



What to Bring

What you need to do:

- ✓ Book an appointment
- ✓ Check you have all your income and expenses details
 - ✓ Gather your receipts
 - ✓ Add them up, or
- ✓ Take advantage of inhouse bookkeeping

INCOME

Some common income items to bring with you...

- PAYG Summaries
- Bank Interest Earned
- Dividends
- Managed Funds

**Whilst we can access information from the ATO Prefill service, the ATO advises that it can not be guaranteed that this information is up to date, correct or complete.*

What to bring for Investment Properties or Contractors/Business Owners - SEE OVER

EXPENSES

BRING YOUR RECEIPTS!

Some common work expenses...

- Accounting & Tax Agent Fees
- Self-Education Expenses
- Conference & Seminar Fees
- Personal Development Courses and Workshops
- Hourly Home Office Use, Internet, Stationery, Printing, Telephone
- Tools of Trade
- Income Protection
- Purchase and Laundry of Uniforms and Protective Clothing
- Travel Expenses/Flights and Accommodation
- Union & Membership Fees
- Motor Vehicle Expenses
 - Log Book
 - Calculation of travel
 - Letter from employer

***The more information you provide, the more accurate tax return we can prepare.
The more receipts you keep, the more deductions we can claim on your behalf.***

Turnover Page →

Do You Own an Investment Property (Rental)?

Income

- Agents end of year statement, or
- Bank statements detailing rental payments if self-managed

Expenses

- Bank Interest Paid
- Body Corporate Rates
- Agent Fees
- Council Rates
- Cleaning & Gardening
- Land Tax
- Emergency Services Levy
- Repairs and Maintenance
- Water Rates
- Insurance

First year rental

- Quality Surveyors Report / Depreciation Schedule
- Purchase Settlement Statement / Bank Loan Agreement
- Borrowing Costs / Mortgage Guarantee Insurance

Contractors and Business Owners

You may wish to invite us into your accounting software, so that we may view and/or assist you with your records year round

Income

- Invoice Books
- Bank Statements
- Profit & Loss Statement
- Balance Sheet

Expenses

- Running costs, ie. Telephone and Motor Vehicle Expenses
- Receipts/ Finance Statements for New Equipment and/or Vehicles
- Bank Statements
- Interest Payments for Equipment and/or Vehicles
- Logbook
- Receipts for all business expenses

Don't wait until Tax Time!

Call us when you receive the income, or pay the expense, to ensure you keep the right receipts.

This Newsletter is produced by Pauline R. Murray Accountants Pty Ltd and printed in July 2019 as a guide only. All deductions available to clients will be confirmed at the time of lodgment of the taxation return.