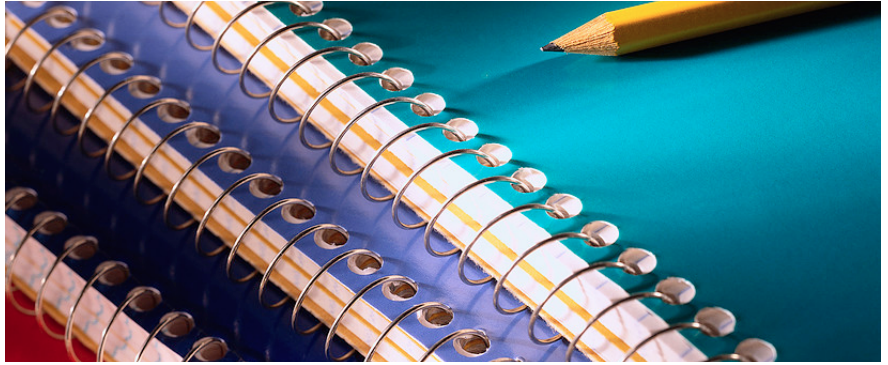


INDIVIDUAL RETURN CHECKLIST

Last updated: June 2015

Embark Tax Services info@embarktax.com.au 03 97275811

Please include the following information to allow us to complete your tax return correctly. All receipts will be returned to you, and you are required to keep them for four years after your return has been lodged.



Documentation	Y/N	Documentation	Y/N
INCOME		Seminars/Conferences	
PAYG Payment Summary		Telephone	
ETP Summary		Internet	
Centrelink Payment Summary		Tools & Equipment	
Superannuation Payment Summary		Subscriptions	
Interest		Union Fees	
Dividends		Professional Membership Fees	
Capital Gains or losses		Sun Protection	
Foreign Income		Meals (if allowance received)	
Rent information (see checklist)		Self Education - Fees	
Business Income (see checklist)		Self Education - Travel	
Other Income		Self Education - Books	
Employee Share Scheme		Self Education - Other	
EXPENSES		Asset Purchases	
Car Expenses (receipts, logbook, diary)		OTHER	
Work Related Travel (receipts, diary)		Private Health Insurance Statement	
Uniform, Laundry, Clothing		Interest and Dividend Deductions	
Computer & Software		Donations	
Home Office Expenses		Copy of Previous Years Return*	
		Net Medical Expenses	

* New Clients Only

This checklist is a guide only. Please seek taxation advice for deductions relevant to your personal situation.