

## Key Information & Documents Required



### Your Details

- Tax File Number (TFN)
- Digital copy of your driver's licence or passport
- Bank details
- Spouse Tax File Number (only if not being completed by us)
- Spouse taxable income (only if not being completed by us)
- ABN (if relevant)

### Salary or Wages

#### Income

- Final payslip for the financial year ended 30 June

#### Deductions (only if claiming associated expenses)

- A copy of your motor vehicle logbook and expenses, or diary of work-related trips (if relevant)
- A diary of your overnight work-related travel (if relevant)
- A list of your work-related self-education expenses (if relevant)
- A phone/internet & home office diary for work-related use (if relevant)
- All work-related expense receipts ready to be uploaded to this form
- Any other supporting documentation to support your income or deductions provided (i.e. employment contract or duties, etc.)

Visit our secure client portal for templates to assist in meeting substantiation requirements for deductions:

[True North Accounting & Advisory - Client Portal](#)

### Other Income, Deductions & Tax Offsets

- Amount received of Australian government allowances and payments (if relevant)
- Receipts for donations of \$2 or more (if relevant)
- Prior year tax agent invoice (if relevant)
- Notice of intent to deduct a contribution (if relevant)
- Amount of child support paid (if relevant)

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## Investors & Traders

### Interest Income & Deductions

- Interest summaries or statements
- Receipts for deductions relating to interest income

### Dividend Income & Deductions

- Dividend statements
- Receipts for deductions relating to dividend income

### Trust & Partnership Income & Deductions

- Distribution statements
- Receipts for deductions relating to trust and partnership income

### Rental Income & Deductions

- Real estate agent statement
- Bank statement with expenses paid by you and not the real estate agent
- Receipts for any other deductions paid by you relating to rental income

## Capital Gains

### Real Estate

- Settlement statement
- Invoices from accountants, real estate agents, solicitors, or conveyancers
- Home loan documents & statements
- The cost and description of any initial repairs
- The cost and description of any capital works completed

### Shares

- Buy & sell trade confirmation documents
- Require the number of shares/units you held before the purchase/sale
- Invoices from accountants, etc.
- Brokerage costs
- Loan documents & statements

## Business Owners (sole traders)

- Business income and expenses records (accounting software, excel or bank statements)