

Proof of Income

DMK has access to your information on the ATO portal which will allow us to pre-fill your tax return with employment income, Centrelink income, HECS/HELP/SFSS debt balances, bank interest, dividends and some superannuation details. Listed below is additional other income you may need to supply.

Other Income

- Bank Interest
- Managed Fund Annual Tax Statements
- Income Protection Payments
- Foreign Pensions or Other Foreign Income
- Government Payments (Pension or Centrelink Payment Summaries – if received)
- Employee Share Scheme Payments
- Dividend Statements
- Rental Properties (e.g. Real Estate Agent Annual Landlord Statement)
- Capital Gains from the Sale of Investments
- Business Income and Expenses
- Any other Income

Deductions

Motor Vehicle Expenses

- Kilometres travelled or all Expenses incurred if using Log Book
- Make and Model of Motor Car

Work Related Travel information including

- Fares and Accommodation
- Travel and / or Living Away from Home Costs

Work Other

- Protective / Occupation Specific Clothing / Uniform
- Union or Professional Membership Fees
- Subscriptions to Professional Resources
- Tools Purchased, including date of purchase for items over \$300
- Donations to Charities or Building Funds – Lottery Ticket purchases are NOT Tax Deductible
- Personal Superannuation Contributions (have you obtained the “Acknowledgement Letter” from your Superannuation Fund indicating your intention to claim those personal Contributions as a Tax Deduction?)
- Home Office Usage in Hours per Week
- Telephone, Home Computer and Internet, evidenced by a Diary record for two weeks or other reasonable method of determining usage, together with monthly cost
- Income Protection Insurance
- Any other costs you believe are related to your income earning activities

Investment Related Deductions

Rental Properties

- Advertising for Tenants
- Body Corporate Fees
- Borrowing Expenses
- Cleaning
- Council Rates
- Gardening / Lawn Mowing
- Insurance
- Interest on Loan(s)
- Land Tax
- Pest Control
- Property Agent Fees & Commissions
- Repairs & Maintenance
- Capital Works Deductions
- Stationery, Telephone & Postage
- Water
- Sundry Rental Expenses

Offsets and Refunds

- Private Health Insurance Annual Tax Statement
- Spouse details including Taxable and Exempt Income (where we do not prepare their Tax Return)
- Dependant details including all Children under 21 years of age or 21-25 years of age who are studying full time

Bank Details

- Up to date Bank Account Details for the issuing of your Tax Refund (if applicable)