

▪ **Capital Gains / Losses**

- Details of shares or units purchased and sold during the year
- Details of other assets purchased and sold during the year

▪ **Rental Properties**

- Income details or property agent statements
- Details on loans, showing interest on rental property
- Expenses relating to rental property
- Quantity Surveyors tax depreciation report (if applicable)
- Period of rental for 2017/18
- Address of Rental Property/s
- If purchased or sold during 2017/18, copies of the settlement statement and contract
- If you have not previously supplied MBS with your property purchase details, please provide them for us to keep on file for capital gains tax purposes

▪ **Private Health Cover**

- Include a copy of your Annual Health Cover statement as issued by your provider (Please include both sides of the document for identifying who is covered by the policy)

MOTOR VEHICLE DETAILS

For those wishing to claim work related motor vehicle expenses you must have either a 12 week log book if travelling in excess of 5,000 business kms per year or a log of total business kms travelled for the year if less than 5,000 kms or a basis on which to determine business kilometres.

Log books must be completed at least every 5 years or if there are any changes to your circumstances

Note: We can supply you with a log book or they can be purchased from any local newsagency

If claiming in excess of 5,000 kms please provide all expenses for your vehicle such as fuel, tyres and services, registration, insurance, repairs and maintenance, etc

If claiming less than 5,000 kms please complete the section below:

- Make / Model:
- Registration number:
- Engine capacity:
- Total business kms travelled this year: