**Share / Unit holder’s Checklist**

**For the year ended 30 June** Click here to enter year.

**Name:** Click here to enter text.

**Different circumstances require different solutions**

Each Individual or business has a slightly different record keeping system with different outputs, you may request a personalised list of documents reflecting your particular circumstances from T L C Taxation. Please contact **admin@tlctaxation.com.au**and request your list for the financial year you are attending to.

**Generally, the following documents are required:**

**Shares Dividends**

[ ] Provide your Dividend statements for dividends PAID during the financial year (includes dividends reinvested as part of a Dividend Reinvestment Programme/Scheme

[ ]  List of assets disposed of during the financial year we require your BUY and SELL contracts from your broker

**Trust Distributions**

[ ]  Trust distributions - Annual tax statement

**Foreign investments**

[ ]  Statement of gross income from 1 July to 30 June (please specify currency)

[ ]  Tax withheld from the gross income

**Forestry investments**

[ ]  Annual or quarterly Statements

[ ]  Tax invoices during the financial year

[ ]  Any other relevant documentation Click here to enter text.