

## 2017 TAX CHECKLIST

Ensure that you have the following information/documentation relating to the completion of your 2017 tax return.

Please read this document carefully, as changes to the Income Tax and related acts, have prompted new rules.

- IRP5 and/or IT3(A) certificates for all income earned (from your employer), Lump sum Payouts from Pension and Retirement Annuity.
- IT3 (b) certificates for interest earned (from Financial Institutions)
- Certificates for medical aid contributions, if this does not appear on your IRP5 or IT3(a)
- Details of medical expenses not recovered from your medical aid. Your medical aid should supply you with a statement to this effect.
- Donations certificates for donations made to charitable organizations
- **Donations to or from Trusts, or other individuals or entities, proof of donation via bank statements, and completed IT144.**
- Certificate for pension fund contributions if it is not reflected on the IRP5.
- Certificate for Retirement Annuity Fund Contribution.
- **Any foreign travel, or work will require copies of your passport with the stamped pages.**
- Details of expenses incurred in the production of income should you receive commission income, greater than 51 % of your total income (See self employed page 2).
- Statement of Assets & Liabilities as at 28 Feb 2017 (**Required by all members of a cc, all Directors of Companies, Trustees and all owners of businesses**).
- Marital Status: Single/ Divorced/ Married. Married in community of property or not.
- Spouses Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Should you receive a traveling allowance as part of your remuneration **or claim any motor vehicle travel expense, A LOGBOOK IS COMPULSORY.**

Please contact your vehicle tracking company and add, or activate the logbook feature on your contract. This is accepted by SARS, and the saving and advantages far outweighs any costs.

- Record of actual kilometers traveled with details of daily business and private kilometers traveled I.e. LOGBOOK
- Odometer reading 1 March 2016 (closing reading 2015)  
\_\_\_\_\_ km
- Odometer reading 28 February 2017  
\_\_\_\_\_ km
- Cost price of the vehicle including VAT

If actual record of expenses were kept, the following information is needed:

Directors: ASJ Moller, CJ Moller



- Fuel and oil
- Repairs and Maintenance
- Insurance and Licenses
- Lease charges or finance charges

**NOTE SARS WILL DISALLOW ALL EXPENSES IF ACTUAL INVOICES OR SLIPS ARE NOT PROVIDED, the expense on your bank statement is not adequate proof anymore!**

### **Self Employed**

In addition to the above, should you be self-employed, or earn commission income, please supply the following:

- BANK STATEMENTS
- CREDIT CARD STATEMENTS
- GARAGE CARD STATEMENTS
- INVOICES ISSUED
- INVOICES RECEIVED
- CAPITAL GAINS STATEMENTS

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### **Capital Gains**

Details of any capital purchases or sales for example:

Properties, shares in private companies, time share units, boats, caravans, shares in public companies, unit trust sales, inheritances, or any other assets which could attract Capital Gains Tax.

**IF YOU SHOULD NEED ANY ADDITIONAL INFORMATION IN THIS REGARD PLEASE DO NOT HESITATE TO CONTACT US AT YOUR CONVENIENCE**

### **Regards**

**Melwescor team**

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