



SHARES ANNUAL TAX CHECKLIST

Information can be provided to Cotter Accountancy as follows:

Email: clientservices@cotteraccountancy.com.au

Post: PO Box 4150, Springfield Central QLD 4300

Cloud: Please contact us to set this up for you – your own personal Box.com account

It should be noted that we require original documentation **to be retained by you** and copies only are forwarded to our office.

Please provide the following information where applicable.

1. Share Purchase/Sales Documentation

Please provide details of all shares purchased and sold during the period 1 July 2017 to 30 June 2018.

The following documentation is required:

- 'Transaction/Contract Note History' from your broker for the period 1 July 2017 to 30 June 2018.
- Copies of any Off Market Transfer forms.
- Details of any Dividend Reinvestments, Share Buy Backs, Bonus Shares, Rights Issues, IPO's, Share Purchase Plans, Mergers etc

2. Dividends

Please provide details of all income received from your Shares. Documentation required to be forwarded includes:

- Share Dividend Advice
- Capital Returns

3. Expenses

Please provide details of any expense incurred during the period 1 July 2017 to 30 June 2018 in relation to your share portfolio.

These expenses may include interest and other fees.

Full Name

Signature

Dated