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KNS Financial Reporting & Consulting Ltd

Personal Income Tax Checklist

Everything You Need Before Filing Your Personal Income Tax Return

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Why This Checklist Matters

Preparing your personal income tax return can be easier when all supporting documents are organized in advance. This checklist helps taxpayers gather the information needed for filing.

Personal Information

- Tax Registration Number (TRN)
- Valid Government Identification
- Current Address
- Contact Information

Employment Income Documents

- Employment Income Statement (P24 or equivalent)
- Salary and Wage Information
- Bonus and Allowance Information
- Statutory Deduction Records

Business & Self-Employment Income

- Business Income Records
- Invoices Issued
- Expense Records
- Bank Statements
- Supporting Documentation

Investment & Other Income

- Interest Income Statements
- Dividend Income Records
- Rental Income Information
- Other Income Sources

Expense Documentation

- Business Expenses
- Professional Fees
- Interest Paid (where applicable)
- Supporting Receipts and Invoices

Tax Filing Preparation Checklist

- Income Records Organized
- Expense Records Organized
- Supporting Documents Available
- Bank Statements Reviewed
- Tax Calculations Verified

Common Mistakes To Avoid

Do not estimate income or expenses. Keep supporting documents, file on time, review all figures carefully, and ensure your records agree with supporting schedules.

How KNS Can Help

Personal Income Tax Preparation Support
Financial Reporting
Bookkeeping Services
Compliance Support

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