TRINITY
ACCOUNTING PRACTICE

Capital Gains Tax (CGT) Checklist

Records and calculations for sales of property, shares, crypto and other CGT assets.

Cost-base records to gather

- Original contract of purchase and settlement statement
- Stamp duty, legal, conveyancing and inspection fees
- Capital improvements — invoices and dates (kitchens, extensions, etc.)
- Interest, rates and insurance (third-element costs for assets acquired post-20 Aug 1991, if never deductible)
- Sale contract, agent commission, marketing, legal fees on sale

Property-specific

- Main residence exemption — full or partial — track absences and rent periods
- 6-year rule election documented (if applicable)
- Pre- or post-CGT period attribution for properties held since before 20 Sep 1985
- Depreciation and capital works (Div 43) deducted reduces the cost base

Shares and managed funds

- Buy and sell contract notes for every parcel
- Dividend reinvestment plan (DRP) records (each reinvestment is a new acquisition)
- Corporate actions: bonus issues, splits, mergers, demergers documented
- Distribution statements showing AMIT or CGT components

Cryptocurrency

- Full transaction history exported from each exchange and wallet
- Every disposal recorded (swaps, NFTs, staking rewards, airdrops)
- AUD value at the time of each event
- Wallet-to-wallet transfers identified (not CGT events)

Discounts and concessions

- 50% individual or trust CGT discount — asset held for over 12 months
- Small business CGT concessions considered (15-year, 50% active asset, retirement, rollover)
- Capital losses from prior years reviewed and applied