

INCOME TAX RETURN CHECKLIST

Personal Details

<input type="checkbox"/> Home Address	<input type="checkbox"/> Postal Address (if different to home address)
<input type="checkbox"/> Email Address	<input type="checkbox"/> Occupation
<input type="checkbox"/> Provide bank details if you want refund paid directly to your bank account Acc Name: BSB: Acc Number:	<input type="checkbox"/> New Clients - Please supply Valid and Current Photo ID - ATO Requirement Copies of prior 2 year returns TFN & DOB complete on Tax Agent authority

Income

<input type="checkbox"/> Wages and Salaries (Payment Summary(s)) <input type="checkbox"/> - Termination Payments - Payment summary(s) - Statement of termination payment(s) <input type="checkbox"/> Pension Statement <input type="checkbox"/> Australian Annuities & Super Income Stream - Deductible amount/rebate <input type="checkbox"/> Interest Income - Bank statements/passbooks <input type="checkbox"/> Dividend and Trust Income - Dividend statements - Annual tax statements for investment trusts <input type="checkbox"/> Business Income & Expenses (refer to the small business checklist) <input type="checkbox"/> Foreign Income & Foreign Tax paid - annual tax statements from foreign income	<input type="checkbox"/> Capital Gains Tax - disposal of assets acquired after 19/9/85 - date bought, sold, original cost, sale price <input type="checkbox"/> Rental Property (refer to rental property checklist) <input type="checkbox"/> Life Insurance Bonuses Received <input type="checkbox"/> Forestry Managed Investment Scheme Income <input type="checkbox"/> Income Tests (the following information will be required if applicable) - reportable fringe benefits (per PAYG summary) - reportable super contributions (per PAYG summary) - tax-free government pensions - details of target foreign income (amounts recieved outside of australia) - amount of child support you paid during the year <input type="checkbox"/> Any other income (provide details)
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Deductions

- ☐ **Motor Vehicle Expenses Under 5,000 kms**
 - business kilometres
 - engine capacity (cc or litres)
- ☐ **Motor Vehicle Expenses Over 5,000 kms**
 - cost price of the vehicle
 - date purchased
 - fuel, repairs & maintenance, registration, insurance, lease payments & other expenses.
- ☐ **Other Travel Expenses**
 - airfares, taxi, car hire, meals and accomodation
- ☐ **Work Related Expenses**
 - uniforms, protective clothing & laundry
 - seminars, subscriptions and union fees
 - home office expenses
 - professional books, journals and magazines
 - tools, computer supplies, postage & stationery
 - sun protection products
- ☐ **Self Education Expenses**
 - books, stationery, course fees
 - travel expenses to and from courses
- ☐ **Sickness / Accident / Disability Insurance**

<input type="checkbox"/>	Interest and Dividend Deductions
	- bank fees/interest paid
	- fees for investment advice
<input type="checkbox"/>	Donations to Charities
	- receipts for donations over \$2
	- exclude raffle tickets
	- contributions to political parties
<input type="checkbox"/>	Pension/Annuity Deductible Amount
<input type="checkbox"/>	Tax Agent Fees
<input type="checkbox"/>	Forestry Managed Investment Scheme Deductions
<input type="checkbox"/>	Deductible personal superannuation contributions
<input type="checkbox"/>	Any other deductions (provide details)

Please ensure your information for deductions is GST inc.

Offsets & Other Rebates

☐ **HELP Statement (formerly HECS)/ Student Financial Supplement Scheme Loan (SFSSL)**

☐ **Did you become a tax resident/cease to be a tax resident?**

- when? income earned before/after this date?

☐ **Did you cease full-time study?**

- when? income earned before/after this date?

☐ **Medicare Exemption/Reduction?**

- low income individuals or families
- sickness beneficiaries/blind pensioners
- when? income earned before/after this date?
- when? income earned before/after this date?

- ☐ Consolidated Dependent (invalid and carer) Offset
 - dependent spouse born before 1 July 1952 may be eligible for the former Dependant Spouse Tax Offset rather than the new offset
 - must reside in Australia and be a dependant maintained by the taxpayer
- ☐ Private Health Insurance Offset
 - private health insurance statement
 - other health insurance details

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Offsets & Other Rebates

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Superannuation Co-Contribution

- The ATO will calculate your entitlement to the Government's superannuation co-contribution up to a maximum of \$500 using information contained in your tax return. Please provide us with any details of any superannuation contributions that you have made during the year that will not be claimed as a tax deduction.

☐

Any other information (provide details)

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Substantiation of Claims

Written evidence is required to be kept if claims for work related expenses exceeding \$300. However small claims up to \$200 in total may be recorded in a diary. No written evidence is required for work related expenses under \$300, but reasonable estimates as to how you arrived at your claim is required.

Laundry expenses under \$150, receipts not required, however diary or calculation of claim required. A claim over \$150 needs to be substantiated in full (not just the portion over \$150).

Travel diaries are required to be kept for all overseas and domestic travel of 6 nights or more in a row where no travel allowance is received or when your claim exceeds the reasonable travel allowance amount. Travel diaries are required for overseas travel only of 6 nights or more in a row where a travel allowance is received and your claim is less than the reasonable travel allowance amount.

Maintaining a log book may maximise your claim if your vehicle is used substantially for business.

Other Items to Ask About

Salary packaging - how can I benefit?

- Finance - for the house, car, boat, business - can I save money?
- Home loans - can I get a tax deduction?
- Investment - property, shares, other tax aspects
- Starting a business - what help is available?
- Buying or selling a business - what to look out for
- Retirement/superannuation planning - can I afford to retire?