

## Individual Income Tax Return Checklist

Comprehensive Version

Name: \_\_\_\_\_

### INCOME AND DEDUCTIONS

Please supply us with relevant documents where applicable.

#### INCOME:

	YES	NO
<b>Employment Income</b>		
PAYG Payment Summaries (Group Certificates)		
Statements of Earnings		
Statements of Termination Payment (including details of any previous low cap usage)		

<b>Superannuation Pensions and Annuities</b>		
Pensions – Australian (including any deductible amounts)		
Pensions – Overseas (including any deductible amounts)		
Annuities – Australian (including any deductible amounts)		
Annuities – Overseas (including any deductible amounts)		

<b>Government Payments and Allowances</b>		
Statements of Pension, Unemployment or other Government Benefits or Allowances		

<b>Investment Income</b>				
Interest income – List accounts on which you earned interest during the year, including the ATO and your children's accounts.				
Financial Institution	Account Number	Interest Received	Tax Withheld	
Dividends – Did you receive any unfranked or franked dividends?				
Issuing Company	Number of Units Held	Unfranked Amount	Franked Amount	Franking Credits

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	YES	NO
Rental Income – <i>Did you receive any rental income?</i>		
Managed Investment Trusts – <i>Did you receive any distributions from Management Investment Trusts?</i>		
Capital Gains or Losses – <i>Did you have a capital gains event this year?</i>		
Net Capital Losses carried forward from prior years	\$	

### Business, Partnership, and Trust Income

Sole Trader Income and Expenses <i>Please provide a copy of your prior year return or financial statements if not prepared by this office</i>		
Partnership Distribution <i>Please provide a copy of the partnership tax return if not prepared by this office</i>		
Trust Distribution <i>Please provide a copy of the trust tax return if not prepared by this office</i>		

### Losses

Do you have any deferred non-commercial business losses from prior years?		
If yes – deferred non-commercial business losses	\$	
Do you have any carried forward business losses from prior years?		
If yes – carried forward business losses	\$	

### Personal Services Income

Did you earn any personal services income (PSI) (ie., you are not an employee)?		
Did you satisfy the results test?		
Have you received a personal services Determination(s) that was in force for the whole of the period that you earned PSI?		
Did you receive 80% or more of your PSI from one source and have a Determination(s) in force for the whole of the period OR		
Did you satisfy the:		
- Unrelated Clients Test		
- Employment Test		
- Business Premises Test		
Tax withheld – Voluntary Agreement	\$	
Tax withheld – Labour hire or other specified payments	\$	
Tax withheld – Where ABN has not been quoted	\$	

	YES	NO
<b>Foreign Income</b>		
Foreign income and expenses from overseas (including any tax you may have paid on it)		
Did you have any interest in any foreign company, foreign trust, foreign investment fund, or foreign life assurance policy?		
Have you ever, either directly or indirectly, caused the transfer of property – including money – or services to a non-resident trust estate?		
Did you own or have any interest in assets outside Australia during the year which exceeded AUD\$50,000 in total?		

<b>Other Income</b>		
Employee Share Schemes		
Farm Management Deposits or Withdrawals		
If yes, provide net amount	\$	
Forestry Managed Investment Scheme		
Bonuses from life insurance companies and friendly societies		
Other benefits received (eg., Allowances, Directors Fees, Tips, Royalties, etc.)		

## DEDUCTIONS:

	YES	NO
<b>Work-Related Expenses</b>		
<i>Please supply details and receipts, not just amounts, where possible.</i>		
Work-related car expenses		
If yes, did you keep a log-book? <b>OR</b> If yes, please provide a copy of your log-book		
Estimated distance travelled for work purposes	<b>kms</b>	
Work-related travel expenses – including parking fees and tolls If yes, provide details:		
-	\$	
-	\$	
Work-related clothing expenses – protective clothing or compulsory uniform <b>only</b> If yes, provide details:		
-	\$	
-	\$	
Laundry and maintenance costs for the above items	\$	
Work-related self-education costs If yes, provide details:		
-	\$	
-	\$	
Dues and subscriptions paid to work-related bodies (eg., unions, trade, business and professional associations)	\$	
Work related training expenses (eg., White Card Certification)	\$	
First Aid Training	\$	
Professional or trade reference books if less than \$300 each	\$	
Technical journals and periodicals	\$	
Licenses and Registrations (eg., APHRA, Working With Children)	\$	
Sun protection expenses (if working outdoors)	\$	
Work related communications costs		
Mobile phone	Estimated Business Use: _____ %	\$
Telephone calls	Estimated Business Use: _____ %	\$
Internet	Estimated Business Use: _____ %	\$
Costs of managing tax affairs	\$	
Bank charges relating to assessable deposits and deductible expenses	\$	

	YES	NO
<b>Other Work-Related Expenses</b>		
Tools and Equipment <b>under \$300</b> (eg., stationery, computer expenses, tools, batteries)		
-		\$
-		\$
-		\$
-		\$
-		\$
Tools and Equipment <b>over \$300</b> <i>If individual items cost you more than \$300 and have a useful life in excess of 3 years, then these items must be depreciated over their useful lives.</i>		
-	Date: ____/____/____	\$
-	Date: ____/____/____	\$
-	Date: ____/____/____	\$
-	Date: ____/____/____	\$
-	Date: ____/____/____	\$
Low value pool deductions		\$
Home office expense – provide estimated hours worked		_____ hours _____ weeks

<b>Other Expenses</b>	
Gifts or donations to specified charities, organisations, overseas aid funds, and approved school building funds	
-	\$
-	\$
-	\$
Gifts to political parties, members/candidates from non-business income <i>Maximum of \$1,500 plus an additional \$1,500 to independents</i>	
-	\$
-	\$
-	\$
Insurance premiums for replacement income policy (income protection)	\$
Undeducted purchase price of pension or annuity	\$
Eligible capital expenditure directly connected with a project to gain assessable income	\$

		YES	NO
Interest Deductions	\$		
Dividend Deductions	\$		
Personal Superannuation Contributions			
Did you provide your fund with a notice of intent to claim a deduction for personal super contributions?			
Did you receive an acknowledgement from your fund?			
Full Superfund Name: _____			
Fund ABN: _____	Fund TFN: _____		
Account Number: _____	Deduction Claimed: _____		
Superannuation Contributions on behalf of spouse			

### Spouse Details – Married or Defacto

Did you have a spouse for the full year?		
If part year – dates you had a spouse:	Start Date: _____	End Date: _____
Spouse's Full Name: _____	Gender: _____	
Spouse's Taxable Income <i>Please provide a copy of your spouse's tax return if not prepared by this office</i>	\$	

### Medicare

Number of dependent children you have	
Are you exempt from the Medicare levy? <i>If yes, please provide details and where possible, please provide certification</i>	
Full year exemption	days
Part year exemption	days
For the <b>whole</b> of this financial year, were <b>you</b> and <b>all your dependants (including your spouse)</b> – if you had any – covered by private patient HOSPITAL cover?	
Please provide private health insurance policy details if possible	

### Adjustments

HECS-HELP, VET, or TSL debt	
If yes, please provide details: _____	\$
Were you a non-resident for any part of the year?	
If yes, please provide details	Start Date: _____ End Date: _____

Amount on which family trust distribution tax has been paid	\$
Credit for interest on early payments to the ATO	\$
Reportable Fringe Benefits	\$
Reportable Employer Superannuation Contributions	\$
Tax-free Government Pensions	\$
Target foreign income (eg., regular monthly amounts from family overseas)	\$
Child support paid	\$

<i>PAYG Instalments Lodged</i>		
	YES	NO
Were you registered for the PAYG Instalment System?		
Quarter 1:	Quarter 2:	
Quarter 3:	Quarter 4:	

## YOUR DETAILS:

Please provide a copy of your prior year income tax return if not prepared by this office.

It will not be necessary to provide the following information if we have a copy of your prior year's tax return **and** the information has not changed – if your details have changed since you last lodged a return, please indicate so:

<b>Full Name</b>	
<b>Previous Name</b>	
<b>Date of Birth</b>	
<b>Current Postal Address</b>	
<b>Postal Address on Previous Return</b>	
<b>Current Home Address</b>	
<b>Daytime Phone Number</b>	
<b>Email Address</b>	
<b>Main Salary/Wage Occupation Description</b>	
<b>Where was your previous return lodged?</b>	

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## EXPENSES – DEDUCTIBILITY

To be deductible, the expense must be incurred in gaining or producing assessable income – ie., there must be a direct connection between the expense and your income earning activities.

Expenses will not be deductible if they are not incurred in gaining or producing assessable income. The ATO have issued rulings specifying that they consider certain items to be non-deductible even if they are work-related. Whether or not the Courts will endorse these rulings is a matter of doubt.

Some of the items considered not deductible by the ATO for most employees are shoes and hosiery (unless part of a distinctive compulsory uniform), grooming, clocks and watches, and travel to and from work, among other things. If you are unsure about a claim, please speak with your accountant about it.

## ALLOWANCES – SUBSTANTIATION

Reasonable overtime meal allowances are not taxable to the employee are not usually shown on the group certificate.

The receipt of an allowance does not automatically entitle an employee to deductions for expenses incurred in relation to the allowance. Claims can only be made against an allowance if an expenditure is incurred, it is allowable as a deduction, and the requirements of the substantiation provisions are satisfied. If the expenses are allowable and the substantiation requirements are satisfied, the amount allowable is not limited by the amount of allowance received.

Reimbursements are not generally included in assessable income and are not deductible. However, if Motor Vehicle expense are reimbursed on a cents per kilometre basis the amount is included in assessable income and a deduction is allowable.

## WORK RELATED EXPENSES – SUBSTANTIATION

If your total claims for work-related expenses are more than \$300 you must keep receipts to prove your claims.

If the total of your claims is \$300 or less, you do not need to keep receipts but you must have spent the money to earn your income. You should keep a diary of your expenses and record how you worked out your claims.

For work-related expenses, the records you must keep a receipts, invoices, or similar documentary evidence except where a diary is sufficient. A diary may be used to prove your claims for expenses that are not more than \$10 each and add up to no more than \$200 or for which it was unreasonable to expect to get a receipt. The diary must show the name of the supplier and the date, amount, and nature of the expenditure.

Special substantiation rules apply to claims for car expenses and travel expenses.

Please call our office at 08 9721 1055 if you have any questions.