

## Individual Tax Return Checklist

- Changes to Name/Address/ Email/Phone:** \_\_\_\_\_
- Account name: \_\_\_\_\_ BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

**Note:** ATO no longer issues refunds in the form of cheques. You will not receive your tax refund if bank details are not provided. Also, complete if you have changed bank accounts

- Private Health Insurance statement (required)**
- Family Details:** Provide your spouse's details if we do not prepare his/her return including date of birth and income details (Negative Gearing Losses, Reportable Super and Fringe Benefits) a copy of their tax return would be ideal.

## Income Checklist

- PAYG Payment Summaries
- Pension, Centrelink, Austudy / Abstudy, Parenting Allowance
- Retirements Benefits, Statements of Eligibility Termination Benefits
- Superannuation Pensions and Annuities
- Interest Received from Bank Accounts
- Dividends from all companies including Franking Credits
- Rental Property income and expenses
- Capital Gains: including the cost price/date purchased and the selling price/date sold of shares, rental property and/or land.
- Trust Distributions (Annual Tax Statement)
- Income from overseas (e.g. UK pension)
- Sole Trader Income and Expenses
- Employee Share Schemes (ESS Statement from employer)
- Other Income from any other sources
- Government Flood/Drought Assistance
- Farm Management Deposits

## Working from Home – Calculations *(helpful links on end of next page)*

### **Short Cut Method** (\$0.80 per hour of documented work)

If you use this method, this covers for ALL deductions; you cannot claim any other expenses for working from home for that period (more details on ATO website\*).

Hours worked: \_\_\_\_\_ X 0.80 = \$ \_\_\_\_\_ (claim amount)

### **Fixed Rate Method** (\$0.52 per hour of documented work)

If you use this method, you must keep records of actual hours spent working at home or diary of a 4-week period showing your usual pattern of working at home (more details on ATO website\*).

Hours worked: \_\_\_\_\_ X 0.52 = \$ \_\_\_\_\_ (claim amount)

### **Actual Cost Method**

Claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis.

# Deductions Checklist

## Motor Vehicle expenses

Engine Size: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_  
Sale Date: \_\_\_\_\_  
Insurance: \_\_\_\_\_  
Tyres: \_\_\_\_\_  
Repairs: \_\_\_\_\_  
Interest: \_\_\_\_\_

Cost: \_\_\_\_\_  
Purchase Date: \_\_\_\_\_  
Business Kms: \_\_\_\_\_  
Fuel: \_\_\_\_\_  
Rego: \_\_\_\_\_  
Service: \_\_\_\_\_  
Other: \_\_\_\_\_

## Work Related expenses

Uniform/Protective Clothing: \_\_\_\_\_  
Licenses & Registration: \_\_\_\_\_  
Laundry Uniform: \_\_\_\_\_  
Union Fees: \_\_\_\_\_  
Other Travel (e.g. Taxi/ Train): \_\_\_\_\_

Tools: \_\_\_\_\_  
Parking & Tolls: \_\_\_\_\_  
Sunscreens: \_\_\_\_\_  
Memberships: \_\_\_\_\_  
Other: \_\_\_\_\_

## Working from Home

Printing & Stationery: \_\_\_\_\_  
Computer Items: \_\_\_\_\_  
Telephone (Work %): \_\_\_\_\_  
Electricity (Work %): \_\_\_\_\_

Internet (Work %): \_\_\_\_\_

## Other Deductions

Income Protection: \_\_\_\_\_  
Donations: \_\_\_\_\_  
HELP Balance: \_\_\_\_\_  
Personal Super Contributions: \_\_\_\_\_

Tax Agent Fees: \_\_\_\_\_  
Self-Education Expenses: \_\_\_\_\_  
Travel between Work & Study: \_\_\_\_\_

## Notes

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## Helpful websites

- <https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/>
- <https://www.ato.gov.au/individuals/income-and-deductions/ShortCutMethod>
- <https://www.ato.gov.au/individuals/income-and-deductions/FixedRateMethod>
- <https://www.ato.gov.au/individuals/income-and-deductions/ActualCostMethod>
- <https://www.ato.gov.au/Calculators-and-tools/ShortCutMethod-Calculator>
- <https://www.ato.gov.au/Calculators-and-tools/ExpensesCalculator>