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Personal Tax Return Checklist

Please use this handy checklist to make sure you don't miss out on any allowable deductions and are able to lodge a complete tax return.

Please supply supporting documents, excel worksheet, word document or PDF noting all relevant income and expense items listed below.

Income Checklist

Group Certificate(s)	
Interest Received: Account no. & branch BSB no. required	
Other Income: (Dividends, Trust Distributions, other earnings)	
Government Pensions & Allowances:	
Lump Sum & Termination Payments:	
Other Pensions & Annuities:	
Allowances: (e.g. entertainment, car etc)	
Distributions from Partnerships or Trusts:	
Assets Sold (Shares, Cryptocurrency, Property, Gold etc): <ul style="list-style-type: none"> • Shares, Cryptocurrency & Gold: <ul style="list-style-type: none"> • Date of acquisition, quantity & price • Date of disposal, quantity & price • Investment property <ul style="list-style-type: none"> • Settlement statements (purchase and sale) • Legal expenses (purchase and sale) • Stamp duty at purchase • Marketing & advertising expenses • Agent commission 	
Spouse earnings: Required if a rebate or FTI is claimable	
Self Employment Income:	

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Expense Checklist

Please supply supporting documents	
Protective/Compulsory Clothing & Laundry:	
Briefcase/calculator/folder/PDA:	
Self Education (Books, Tutorial Fees):	
Subscriptions to Trade, Professional or Business Associations:	
Magazine & Newspaper Subscriptions:	
Union Fees:	
Tools of Trade:	
Overtime Meal Allowances:	
Award Transport Allowance Claims:	
Conventions, Seminars & Conferences:	
Income Protection Insurance (excluding death & total/permanent disability):	
Telephone/Fax: Business use only	
Internet Access – Dial up/Broadband	
Mobile: Business use only	
Donations & Gifts to School Building Funds:	
Superannuation:	
Personal contribution	
Please provide fund name and membership number	
Tax Agent Fees:	
Interest on Loans to purchase equipment or income earning investments:	
Interest and Dividend Deductions:	
<ul style="list-style-type: none"> • Account Keeping Fees • Ongoing Management Fees • Interest on Borrowings to Acquire Shares • Advice relating to changing investments (but not setting them up) 	
Purchase of new motor vehicle for work/business	
<ul style="list-style-type: none"> • Purchase contract • Finance documents 	
Motor Vehicle Expenses: Logbook method	
<ul style="list-style-type: none"> • Registration • Insurance (Comprehensive, CTP, Roadside assistance) • Fuel Expense when travelling on business • Interest cost on Loans 	
<ul style="list-style-type: none"> • Tyres/Batteries • Repairs & Maintenance • Car Parking (if travelling on business) • Bridge/road tolls (if travelling on business) 	
Motor Vehicle Expenses: Cents per kilometre method	
<ul style="list-style-type: none"> • Kilometres completed when travelling for business 	
Home Office Expenses: (expenses incurred at home re business)	
<ul style="list-style-type: none"> • Work from home (provide diary evidence of hours worked from home as well as total hours worked during the year) • Cleaning costs • Heating/Cooling • Electricity • Telephone • Computer Equipment (provide date of purchase for items above \$300) • Other Equipment (provide date of purchase for items above \$300) • Software 	

NOTE: Please ensure work related claims above \$300 can be substantiated.

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Rental/Investment Property Checklist

Please provide real estate agent's annual income & expenditure report as well as any expenses incurred directly by the owner

Rental Income:	
Rental Expenses Total: (please refer table below)	
Advertising for Tenants:	
Body Corporate Fees:	
Borrowing Expenses:	
Cleaning:	
Council Rates:	
Capital Allowances (depreciation):	
Gardening/Lawn Mowing:	
Insurance Expense (building and landlord):	
Interest on Loans:	
Land Tax:	
Legal Fees:	
Pest Control:	
Property Agent fees/commissions:	
Maintenance & Repairs: Please provide date and description for claims <u>above \$300</u>	
Capital Works (special building write-off):	
Stationery, telephone and postage:	
Water Charges:	
Sundry Rental Expenses:	
Travel expenses (for commercial properties only)	