



Individual Tax Checklist

Please note that most Individual Tax Returns are due for lodgment by 15 May of the following financial year (unless you have been informed otherwise). In order for us to complete your return by the due date, we will require your documentation no later than 1 March of the following financial year.

Financial Year *

Personal Information

Details

Given Name

Date of Birth

Tax File Number

Occupation

Address

Home Phone

Mobile

Email Address

Bank Account Name

Bank BSB Number

Bank ACC Number

Dependent Children

Given Names

D.O.B

C1

C2

C3

C4

Spouse Details

married or de facto

Did you have a spouse/partner for the full financial year?

Yes

NO

Spouse or Partner Name

First Name

Last Name

Do we complete your Spouse's Income Tax Return *

If No, please complete the below

Does your spouse/partner receive any benefits from Centrelink?

Yes

No

Spouse or Date of Birth

Month Day

Year

Spouse Taxable Income for the year

Please provide spouse taxable income, including Reportable Fringe Benefits, Reportable Superannuation if the spouse is not a Financially Sorted Client

Income

Are you an employee? (Including Pensions) *

If yes, your PAYG income summaries will be available via the ATO portal & MY GOV

RENTAL INCOME AND EXPENDITURE

All Rental Income and Expenditure to be detailed in the **Rental Property Schedule** provided **at the end of this checklist** along with an option to upload annual Agent Statements and copies of invoices.

Interest Received

	Name of Bank	Account Number	Joint Account?
Account 1			
Account 2			
Account 3			

DIVIDENDS

Please provide copies of dividend statements of Income received, including Dividend Reinvestment Plans (DRP)

	Name of Shares	Number of Shares Held	Amount Received \$
1			
2			
3			
4			
5			

CAPITAL GAINS

Did you sell any assets such as shares or property which were acquired after 20 September 1985?

Please provide other Income Documents with this form

Applicable

If yes, Please provide documentation of when it was purchased, purchase price and documents on sale and any funds received.

Please provide Purchase and Sale Documents (for example: Settlement Statements, End of Financial Year Statements for shares)

TRUST AND PARTNERSHIPS

(Eg: BT funds, Colonial First State, AXA etc) Name of trust or partnership -

EMPLOYEE SHARE/OPTION SCHEME

Did you receive bonus shares and/or options from your current employer during the year the Financial Year?

If yes, Please provide the related correspondence and/or documents received from the employer

ANY OTHER INCOME

Please provide details and documentation on any Income you have received in the financial year that does not fit into any of the above categories.

Eg. Interest on any overseas bank accounts or any other foreign income received.

Details of Other Income

CRYPTOCURRENCY

Please confirm if you have traded in Crypto during the financial year

If Yes, we will forward a separate email requesting additional information.

Please upload documents including: Capital Gain Report, Income Report, Tax Report or Transaction History

FOREIGN INCOME

Please confirm if you had any Foreign Income during the financial year

If Yes, please upload any relevant documents

Do you have any assets over \$50,000 AUD outside of Australia

Deductions

Please ensure you retain copies of receipts and tax invoices to substantiate all claims, even if less than \$300.00.

Motor Vehicle

Did you use your own car for business/work purposes through the year?

If yes, then please provide one of the following:

Log Book Method- Business % use (Please ensure you keep a log book for a continuous period of 12 weeks)

Please provide details of all expenses you incurred over the financial year including **fuel, repairs and maintenance, registration and Insurance** in a spread sheet or itemised form and attach it to this checklist.

If you have a loan for the vehicle, please provide figures of your lease payments.

OR

Kilometres Method

If you have not kept a log book but you use your car for work. Provide details of how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5000 Kilometres.

Car Details

Details

Car Registration

Car Make

Kilometres for Business Use

Work Uniform

Complete this section if you incurred work-related clothing expenses such as:

- > protective clothing
- > uniforms
- > occupation-specific clothing
- > laundering and dry-cleaning of this clothing

Details of work-related clothing expenses

Outdoor Workers

Amount

Percentage used for work

Sunglasses/Sunscreen/Hats

Self-Education

Complete this section if you incurred self-education and study expenses. You can claim a deduction if the education relates to your **current employment** activities.

Name of Course

Institution

Work-Related Self-Education Expenses - Please note working from home related expenses are to be completed in next section

Amount

Fees (excluding HECS/HELP debt)

Books/Stationary/Consumables

Travel

Seminars

Conferences & Workshops

Other (laptop/computer)

Monthly expense

Percentage of study usage

Internet

Working from Home

Hours Per Week

How Many Weeks

Home Office Hours From 01/07 to 30/06

Amount Per Month

Percentage used for work

Internet

Mobile Phone

Diary/Printing/Postage/Stationary

Electricity & Gas

Computer consumables

Working from Home

Actual logged working hours required for full financial year. The ATO will not accept estimates.

> Supporting documentation required in one of the following forms:

- Record of Timesheets
- Record of Rosters
- Diary for full financial year

2 Methods available:

- 67 cent - please note this method includes electricity, mobile, internet, stationery, computer consumables. There is no need to have a separate home office or dedicated work area
 - Actual Method
 - > Please complete the table above and when completing your Tax Return we will consider the most appropriate method to claim
-

Other Work-Related Deductions

Other Work-Related Deductions

Complete this section if you incurred other work-related expenses.

To claim a deduction for a work-related expense:

- > you must have spent the money and your employer did not reimburse you
- > the expense must directly relate to earning your income
- > you must have a record of purchase

Other Work-Related Deductions

Record of Purchase Provided Yes (only record Yes next to those expenses incurred and provide documents/receipts below)

Books, journals and digital information

Union fees, subscriptions to associations

Work related Travel Expense including: Public

Transport/National/International Travel

Tools & Equipment - Over \$300

Description	Purchase Date	Amount	Percentage used for work
Tools/Equipment			
Tools/Equipment			
Tools Equipment			

Gifts & Donations

You can claim for gifts or donations of \$2 or more you make to a deductible gift recipient.

(This includes School Building Fund donations)

Organisations Name	Amount Donated
Donation/Gift	
Donation/Gift	
Donation/Gift	
Donation/Gift	

Superannuation

Have you made contributions to your superannuation for the financial year of which you would like to claim a tax deduction for?

Have you made superannuation contributions on behalf of your spouse

Please provide Notice of Intent to Claim Form and any supporting documentation in relation to the above contributions

Income Protection Insurance - paid personally outside of superannuation fund

Y/N If yes, How much did you pay?

Do you have income Protection Insurance?

Tax Offsets

Private Health Insurance

The Private Health Insurance rebate is an amount the government contributes towards the cost of your private health insurance premiums.

You may be eligible for the rebate which can be claimed when you lodge your tax return as a refundable tax offset.

Do you have Private Health Insurance? *

Yes

No

Please select the below that best describes your Private Health Insurance policy

Please confirm all your family members (Including your spouse and children were covered by private health insurance hospital cover

Yes

No

Other

Any other information that we should be aware of: i.e. you are not entitled to Medicare Benefit, you

are a student etc.

Rental Properties

Rental Property Details

Where you rent an investment property or it is genuinely available for rent, you can claim property expenses you incur.

Only rent received and expenses paid between the relating financial year are recorded.

Was there a loan for the rental property that was renegotiated during the financial year

If Yes, please upload documents for new loan below.

New Property Purchase

Did you purchase a new property during the financial year?

Please provide the following documentation.

- > Settlement Sheet
- > Bank Loan Offer
- > First Bank Statement
- > Transfer Title Documents
- > First 4 Pages of The Contract for Sale
- > Depreciation Schedule (if any)

Owners Details

	Owners Name	Owners Percentage
Owner 1		
Owner 2		
Owner 3		
Owner 4		

Rental Income

You must declare all income you receive for your rental property.

These include:

- > short-term rentals (for example a holiday home)
- > renting your property through a sharing platform (for example AirBNB)
- > renting part or all of your home (for example renting out a room)

Please detail income below and provide Rental Schedules for property/s below

Rental Income

Amount

Gross Rental Income

Other Rental Related Income

Gross Rent

Rental Expenses

You can claim deductions for the expenses that relate to the income-producing use of the investment property.

You are not able to claim a deduction for expenses for your personal use of the investment property.

Please detail expenses below and provide supporting documentation/receipts.

Rental Expenses

Amount

Advertising for tenants

Body Corporate Fees

Borrowing expenses

Cleaning

Council Rates

Capital allowances (depreciation)

Gardening/lawn mowing

Insurance

Interest on loans

Land Tax

Legal fees

Pest control

Property agent fees/commission

Repairs and maintenance

For repairs & maintenance greater than \$300 please provide further details

Capital Work's Deduction (Building)

Stationery, telephone and postage

Water charges

Sundry rental expenses

TOTAL EXPENSES

Please provide supporting income and expense documents including Annual Agent Statement for each property.

Please ensure that the information you have supplied is true and correct.

We will complete your Income Tax Return from information and records you supply to us. You will be responsible for providing copies of and retaining sufficient receipts and source documents to substantiate claims made for income tax deductions and tax offsets.

Signature
