

2023 INDIVIDUAL INCOME TAX RETURN CHECKLIST

You are reminded that all income must be declared and all expenses claimed must be substantiated and supported by relevant receipts and/or diary records.

Please check each of the items listed below, **Tick** or **X** those that apply to you, sign the last page and **attach relevant documentation**.

	NAME:	NAME:
INCOME		
Salary or wages		
Occupation:		
Allowances, earnings, tips, director's fees, etc.		
Lump sum payments		
Employment termination payments		
Australian government allowances like JobSeeker, Youth Allowance & Austudy payment		
Australian government pensions and other allowances		
Australian annuities and superannuation income streams		
Australian superannuation lump sum payments		
Personal services income		
Pandemic leave disaster payment – advise how much you received		
Any fringe benefits received from employer		
Interest		
Dividends – provide dividend advices received		
Income from partnerships and/ or trusts – provide Annual statements received		
Net income or loss from business		
Employee share schemes		
Airbnb income		
Uber income		
Deferred non-commercial business losses		
Net farm management deposits or withdrawals		
Sale of assets e.g. shares, units in trusts, property including sale of principal residence		
Acquisition details of assets sold – e.g. Date, cost, return of capital		
Property, Shares, Units in a Trust or other investments		
Direct or indirect interest in a controlled foreign entity		
Transfer of property or services to a non-resident trust		
Interest in a foreign investment fund (FIF) or a foreign life assurance policy (FLP)		
Foreign source income (including foreign pensions) and foreign assets or property		
Rental Income (if YES, complete Rental Property Questionnaire and worksheet available from our office or on our website). Please note changes to interest deductions if property being built or substantially renovated.		
Bonuses from life assurance or friendly society policy		
Forestry managed investment scheme income		
Other income (please specify)		
Business income and the Small Business Income Tax Offset (SBITO)		
The 16% non-refundable tax offset, to a maximum of \$1000, is available to individuals whose net income includes income from a non-corporate entity that is carrying on a business and has an aggregated turnover of less than \$5 million. This includes:		
- Sole traders		
- Partners of a small business entity Partnership and		
- Beneficiaries of a small business Trust		
The offset is calculated on the net income from the business.		
Please note: Only one SBITO is available per individual		

DEDUCTIONS

For all deductions, where there is private use, please indicate private percentage (%)

PLEASE NOTE: *The ATO are again cracking down on work related expenses this year, with particular scrutiny of car & travel claims, laundry claims, other work-related deductions and business/private use of phones, laptops and home computers.*

In view of this please provide receipts, details of how these expenses relate to earning your salary or wages and justification of business use percentage of equipment i.e. from diary evidence. log books used for car expenses must be prepared correctly and include reason for the trip i.e. visit client Randwick rather than just Business trip. Cents per km claims should be detailed – where, when and why.

The ATO will be using data analytics and improved data matching in their quest to close the tax gap. Data matching among agencies including government and non- government will allow the ATO to detect non-disclosure of income, incorrectly claimed deductions, and superannuation withdrawals.

Although substantiation is not required for deductions less than \$300 or laundry expenses up to \$150, we suggest that you should be able to substantiate those claims with diary notes and will ask you to be specific about what was washed and how often as questions are being raised about the \$1 per load being used when washing a mixed load. Please provide all documents necessary for us to complete your tax returns. Remember expenses must have been incurred and not reimbursed by your employer.

Detailed calculations and narrations will be sent to the ATO as part of the tax return.

Work –related car expense claims		
- There are two methods for claiming car expense – these are outlined below.		
- cents per kilometre method (max 5,000 kms per car) single rate \$0.78 cents per km – see note above		
- log book method – MAKE SURE YOUR LOG BOOK IS VALID AND UP TO DATE – see note above		
Work- related travel expenses		
Employee domestic travel under reasonable allowance		
- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses?		
Employee without a reasonable travel allowance		
- Did you incur and have receipts for airfares?		
- Did you incur and have receipts for accommodation?		
- Do you have receipts for hire cars (if applicable)?		
- Did you incur and have receipts for meals and incidental expenses?		
- Do you have any other travel expenses?		
- Were any expenses reimbursed by your employer?		
Overseas travel under reasonable allowance		
- Do you have receipts for accommodation expenses?		
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary) You must be able to substantiate your expenses.		
Other overseas travel – ANY PRIVATE PORTION MUST BE ACCOUNTED FOR		
Other work-related travel expenses, e.g. borrowed car/rail/bus/taxi fares (please specify)		
Work-related uniform and other clothing expenses		
Protective clothing		
Occupation-specific clothing		
Non-compulsory uniform		
Compulsory uniform		
Laundry (up to \$150 without receipts) STILL NEED TO JUSTIFY e.g. loads per week		
Dry cleaning		
Other claims – mending/repairs, etc. (please specify)		

Work-related self-education expenses		
Course taken at educational institutions:		
- course fees		
- travel		
- books, stationery		
- depreciation		
- seminars		
- other (please specify)		
Seminars and courses not at an educational institution		
- course fees		
- travel		
- other (please specify)		
Other work-related expenses		
Home office expenses <ul style="list-style-type: none"> - Due to changes in contemporary working from home arrangements, between the period 1 July 2022 to 30 June 2023, you can use the revised fixed rate method and claim 67 cents per hour. - You will need a record of your hours worked for the entire year. The revised fixed rate method covers claim a portion of energy expenses (electricity, gas, heating), phone & internet plus stationary and computer consumables. A dedicated work area is not required for the revised fixed rate method. - You can use actual expenses method to claim additional running costs not included under the revised fixed rate method. You are also able to claim working from home hours in addition to the decline in value of equipment. 		
Tools and equipment		
Computer and software		
Subscriptions and union fees		
Journals and periodicals		
Depreciation		
Sun protection products (e.g., sunscreen, sunhat, sunglasses)		
Any other work-related deductions (please specify)		
Other types of deductions		
Income protection insurance premium		
Interest and dividend deductions		
Gifts or donations of \$2 or more to eligible charities (deductible gift recipient)		
Cost of managing taxation affairs		
Deductible amount of un-deducted purchase price (UPP) of a foreign pension or annuity		
Forestry managed investment scheme deduction		
Other deductions (please specify)		
Tax losses from earlier income years		
Please attach all private health insurance statements for the financial year ending 30.6.2023		
Superannuation		
Did you make after tax personal deductible contributions to a superannuation fund? If so, please provide the following details: - - Full name of Fund: - Policy no: - Fund ABN: - Have you provided a s290-170 notice to the fund of your intention to deduct the contribution? - Has this notice been acknowledged by the fund?	\$	\$
Did you make a personal contribution into a superannuation fund with the expectation of receiving the government co-contribution? If so, how much did you contribute as a non-concessional (non-deductible) contribution?		
Tax Offset/rebates		
Seniors and Pensioners Australian		
Did you receive a taxable superannuation income stream?		
Private health insurance		
Superannuation contributions on behalf of spouse		

Do you live in remote zone or have served overseas with Defence Force in 2022/2023?		
Parent, spouse's parent or invalid relative (subject to certain tests)		
Landcare & Water facility rebate unused from a previous year		
Family Tax Benefit Part A and Part B - Claim through Department of Human Services (Centrelink) once tax return completed – now only 12 months to claim (i.e. by 30.06.2023)		
Did you become an Australian tax resident at any time during the 2023 income year?		
Did you cease to be an Australian tax resident at any time during the 2023 income year?		
Are you entitled to a Medicare Levy exemption due to any one of the following circumstances applying during all or part of the year: - you were a blind pensioner - you received sickness allowance from Centrelink - you were entitled to full free medical treatment for all the conditions under defence force arrangements or Veteran's Affairs Repatriation Health Card (Gold Card) or repatriation arrangements		
Did you have a HECS/HELP liability or a student supplement loan (e.g., SFSS) debt? If you are a non-resident for tax purposes you are normally only required to report your Australian source income. If you have a HECS/HELP debt you need to report your foreign income so repayment of the debt can be calculated and notice issued.		
Other rebates (please specify)		
Income Tests Information - extra information which may need to be reported this year for you and/or your spouse. (If "yes", please provide details). - Did you or your spouse have any total reportable fringe benefits? - Did you or your spouse have any reportable employer super contributions? - Did you or your spouse receive any tax-free government pensions? - Did you or your spouse receive any target foreign income? - Did you or your spouse have a net financial investment loss? - Did you or your spouse have a net rental property loss? - Did you or your spouse pay child support?		
Bank account details for refund (The ATO no longer issues cheques)		
Even if we didn't prepare your spouse's income tax return, have you included details of your spouse's income including: - taxable income - reportable fringe benefits - Australian pensions and allowances - Net financial investment loss - Net rental property loss This information is now required to complete your tax return.		
Number of dependent children?		

Dated the _____ day of _____ 20_____

Signature of taxpayer

Signature of taxpayer

Name (print)

Name (print)

BANK DETAILS:

Account Name: _____

BSB: _____

Account Number: _____