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## 2022 Individual Tax Return Checklist

### Income

- 2022 Income statement (PAYG Payment Summary)
- Social security, pensions, allowance statement from Centrelink
- Superannuation Income Stream or Lump Sum statements
- Employment termination payments
- CGT tax statement from selling or trading cryptocurrency (Bitcoin)
- Gross interest received from a bank
- Share dividends statement from trading providers (eg. CommSec)
- Employee Share Schemes (ESS)
- Partnership distribution statement
- Trust distribution statement
- Foreign sourced income and foreign assets or property
- Rental income statements from agents
- Annual tax statements from Management Funds
- Life insurance Bonus Policy statements
- Income derived from a business if registered under a personal ABN
- Other income eg. Foreign exchange gains, royalties

### Deductions

- Motor vehicle – logbook method or cents per km method
- Uniforms, laundry (work wear) or protective gear (eg. Sunglasses, sunscreen, safety boots)
- Union registration or membership, subscriptions, tools, stationery
- Telephone, computer items
- Home office – Working from Home – eligibility 80 cents per hour
- Travel (fare and accommodation)
- Self-education and professional development
- Donations to charities or school building funds
- Income protection insurance (except policy in Super fund)
- Cost of managing tax affairs
- Overtime meals allowance
- Depreciation of computers or cars

- Personal Superannuation contributions – *Note: You must notify your super fund in writing of the amount you intend to claim as a deduction within the required time frame **and** your fund must acknowledge your notice of intent to claim a deduction in writing*

### **Investment/Rental Property**

- Annual rental statement from property manager
- Annual home loan interest summary
- Body corporate fees
- Landlord insurance
- Borrowing expenses/bank charges
- Repair & maintenance, gardening etc.
- Council and Water rates
- Land tax
- Any expenditure on capital works
- Depreciation schedule (from Quantity Surveyor)

### **Capital Gains or Losses**

#### CGT for Real Estate (non-main residence)

##### **Property purchase details:**

- Property settlement statement and real estate contract
- Stamp duty on the purchase of property
- Legal fees on the purchase of property
- Building & pest inspection report costs
- Travel fees before the purchase of property
- Depreciation report

##### **Property sale details:**

- Property settlement statement and real estate contract
- Legal fees on the sale of property
- Real estate commission fees
- Advertising fees
- Approximate dates when rented out
- Approximate dates as the principal place of residence
- Any sub-division documents
- Any revaluation documents

#### CGT for Shares, managed funds and cryptocurrency

- Purchase contract
- Sale contract
- Any brokerage fees paid
- Dividend reinvestment details
- Any managed funds tax statements and distribution statements
- Travel to brokers and financial advisors