

**Official Use Only**  
 Reconciled to the prefill  
 Information Received by  
 Meeting  Email  Phone  Post  
 Contact Information Updated in APS



## 2017 Individual Income Tax Return Checklist

<b>Full Name</b>	
<b>Address</b>	
<b>Address (postal)</b>	
<b>Telephone Contacts</b>	<b>Mobile:</b>
	<b>Business Hours (work) :</b>
	<b>After Hours ( home) :</b>
<b>Email</b>	
<b>Electronic Banking Details</b> (for refund if applicable)	<b>BSB:</b>
	<b>Account Number:</b>
	<b>Account Name:</b>
<b>Main Occupation</b>	
<b>Do you have Audit Insurance?</b>	
If your personal circumstances have changed, e.g. new partner, married, separated, birth of child etc. please let us know and we will contact you for more information.	

Please return completed form to our office.

**Please indicate YES or No for each of the items listed.**

**Attach supporting documentation.**

**Right advice at the right time.**

INCOME		Y/N	Information Provided
1	<b>Salary or Wage</b> (PAYG Payment Summary)		
2	<b>Allowances, Earnings, Tips, Director's fees, etc.</b>		
3	<b>Employer Lump Sum Payments</b> (See PAYG Payment Summary for Details at Label A and B)		
4	<b>Eligible Termination Payments (ETP's)</b> (Obtain and attach any ETP payment summaries and employer termination statements)		
5	<b>Australian Government Allowances and Payments</b> (Youth Allowance, Newstart, Sickness, Special Benefit, Educational, Training Allowances)		
6	<b>Australian Government Pensions and other Allowances</b>		
7	<b>Other Australian Pensions or Annuities - including superannuation pensions</b>		
8	<b>Australian Superannuation Lump Sum Payments</b>		
10	<b>Gross Interest</b> (From bank accounts or other sources)		
11A	<b>Dividends</b> (Includes dividend reinvestment (DRP) or any other information (e.g.: buybacks, consolidations, return of capital))		
11B	<b>Share Purchases</b> (Did you purchase any shares throughout the year ( e.g.: purchase documents, sales contracts))		
12	<b>Employee Share Schemes</b>		
13	<b>Partnerships and Trusts</b> (Provide tax statements for any managed funds or copy of partnership's or trust's return)		
14/15/16	<b>Net Income or Loss from Business</b> (Provide a summary of income and expenses that relate to the business)		
18	<b>Capital gains</b> (If you have sold an asset (e.g.: shares, managed fund, property); please provide the purchase date, purchase cost, sale date and sale price)		
20	<b>Foreign Source Income (including foreign pensions) and foreign assets/property</b>		
21	<p><b>Rent</b></p> <p>Property Address: _____</p> <p><u>For New Properties Only:</u></p> <p>Date Purchased: ___/___/___ Amount: \$ _____</p> <p><b>Copy of the Purchase Contract and Settlement Statement.</b></p> <p><u>All Rental Properties:</u></p> <ul style="list-style-type: none"> <li>Rental income (annual statement from property agent, if engaging services of an agent)</li> <li>Interest charged on money borrowed for the rental property</li> <li>Details of other expenses relating to the rental property such as water charges, land tax and insurance premiums</li> </ul> <p>Details of any capital works expenditure to the rental property</p>		

DEDUCTIONS		Y/N	Information Provided
D1	<p><b>Work related car expenses</b></p> <p>There are two methods available are:</p> <p>If you have travelled greater than 5,000 <b>business</b> kilometres please provide a valid logbook for calculation of business use percentage.</p> <p>If you have travelled less than 5,000 <b>business</b> kilometres please provide your business kilometres travelled.</p> <ol style="list-style-type: none"> <li>1. <b>Cents per kilometre</b></li> <li>2. <b>Logbook</b></li> </ol>		
D2	<p><b>Work related travel expenses</b></p> <p>If yes, please provide any details, receipts and/or travel diary for any employee domestic or overseas travel.</p>		
D3	<p><b>Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses</b></p> <ul style="list-style-type: none"> <li>• Protective clothing and safety footwear; or</li> <li>• Compulsory uniforms – non-conventional clothing that the employee is compelled to wear; or</li> <li>• Occupational-specific – clothing that identifies a person as a member of a specific profession, trade, vocation.</li> </ul>		
D4	<p><b>Work related self-education expenses</b></p> <p>Examples include student union fees, books, stationery, consumables, travel, and depreciation.</p> <p><i><b>Tax Tips: the ATO pays particular attention to these items, so ensure that all claims can be substantiated appropriately. Note also that the first \$250 expenditure is not allowable.</b></i></p>		
D5	<p><b>Other work related expenses</b></p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Union Fees, Licence Fees &amp; Registrations</li> <li>• Home Office (Light &amp; Power, Telephone)</li> <li>• Subscriptions, Memberships &amp; Journals</li> <li>• Mobile, Telephone &amp; Internet</li> <li>• Overtime Meals &amp; Other Allowance W/Off</li> <li>• Seminars and Training</li> <li>• Tools</li> <li>• Stationery</li> <li>• Assets not exceeding \$300</li> <li>• Tolls</li> <li>• Parking and Taxi, Uber Fares</li> <li>• Any item to be added to Depreciation schedule</li> <li>• Sun protection ( i.e. sunscreen and sunglasses)</li> </ul>		
D6	<p><b>Low-value pool deduction</b></p> <p>Assets purchased during the year that cost between \$300 - \$1,000</p>		
D7/D8	<p><b>Interest &amp; Dividend Deductions</b></p> <p>Expenses incurred in earning interest, dividend or other investment income.</p>		
D9	<p><b>Gifts or donations</b></p>		
D10	<p><b>Cost of managing tax affairs</b></p> <p>If your return was prepared by us last year, we will have the amount on our system.</p>		
D11	<p><b>Deductible amount of undeducted purchase price of a foreign pension or annuity</b></p>		

D12	<p><b>Personal super contributions</b></p> <p>Please provide:</p> <p>Full Name of Fund: _____ Acc No: _____</p> <p>Fund ABN: _____ Fund TFN: _____</p> <p>Have you provided the fund a notice of intention to deduct the contribution? YES/NO</p> <p>Has this notice been acknowledged by the fund? YES/NO</p> <p>Do you pass the 10% test?</p>		
D15	<p><b>Other deductions</b></p> <p>Income protection insurance premiums.</p>		

TAX OFFSETS		Y/N	Information Provided
T1	<p><b>Seniors and pensioners</b></p> <p>Are you a senior Australian or a pensioner?</p>		
T2	<p><b>Australian superannuation income stream</b></p> <p>Did you receive an Australian superannuation income stream?</p>		
T3	<p><b>Superannuation contributions on behalf of your spouse</b></p> <p>Did you make contributions to a complying superannuation fund on behalf of your spouse?</p>		
T4	<p><b>Zone Offset</b></p> <p>Did you live in a remote area of Australia or serve overseas with the Australia Defence force of the UN armed forces in 2017?</p>		
T5	<p><b>Total net medical expenses</b></p> <p>Did you have net medical expenses in 2017 that relate only to disability aids, attendant care or aged care expenses?</p>		
T6	<p><b>Invalid and invalid carer</b></p> <p>Did you maintain a dependent who is unable to work due to invalidly or carer obligations?</p>		

OTHER RELEVANT INFORMATION		Y/N	Information Provided
Do you have a HECS/HELP liability or a student financial supplement loan?			
Did you have Private Health Insurance in 2017? If yes please provide a copy of the statement.			
If we do not prepare your Spouse's Tax Return what is their Taxable Income for the year?			
Please provide details of all dependent children ( if applicable )			
<ul style="list-style-type: none"> <li>• Name : _____ Date of Birth: _____</li> <li>• Name : _____ Date of Birth: _____</li> </ul>			

COMPLETION OF INCOME TAX RETURN		Y/N	Information Provided
Do you prefer to receive a paper copy of your return?			
Do you prefer to receive an electronic copy of your return? If yes, please provide your preferred email on the covering page.			