

2017/18 Individual Tax Return Checklist

Your Checklist

- Details of all income
- Evidence for deductions (receipts)
- Car claim and log book

Information Required

You will need to bring any of the information relevant to your circumstances that are listed in this checklist in order to assist us in preparing your income tax return. Please check the following and bring along any supporting documents:

Income

- PAYG payment summaries for salary & wages;
- Allowances (e.g., meal, car, tools.);
- Lump sum or employment termination payment (ETP) summary;
- Lump sum payments in arrears
- Government pensions and allowances (i.e. Newstart);
- Pensions, superannuation income streams and/or annuities;
- Bank interest;
- Dividends statements;
- Employee share scheme statement;
- Rental income from property;
- Details of distributions from partnerships or trusts;
- Managed fund tax statements;
- Business income and expenses;
- Details of any assets sold that were either used for income earning purposes or which may be caught by capital gains tax (CGT) – investment property, shares etc;
- Overseas income, such as rent, interest, dividends, royalties, pensions etc;
- Jury service income;
- Life Insurance and Friendly Society Bonuses;
- Forestry managed investment scheme income;
- Royalties.

Deductions

- Award transport allowance;
- Award overtime meal allowances;
- Bridge/road tolls (travelling on work or business);
- Car parking (when travelling on work or business);
- Conventions, conferences and seminar fees not reimbursed by employer;
- Tools of trade and business equipment;
- Gifts or donations;
- Home office running expenses:
 - cleaning
 - cooling and heating
 - office equipment & furniture
 - lighting
 - telephone
 - diary maintained for at least 4 weeks which evidences the number of hours worked per day
 - Internet

Deductions (continued)

- Income protection insurance (excluding death and total/permanent disability);
- Interest and dividend deductions:
 - account keeping fees
 - ongoing management fees
 - interest on borrowings to acquire shares
 - advice relating to changing investments (but not setting them up);
- Interest on loans to purchase equipment or income earning investments;
- Travel expenses incurred whilst travelling away from home overnight in the course of work for 3 months or less, including:
 - meals and incidentals;
 - accommodation costs;
 - transport costs such as airfares, car expenses, tax fares and public transport.

To qualify for deductions, work activities require travel to be undertaken, you must be paid to undertake the travel and employer must exercise direction and control for the period of travel

- Motor vehicle expenses (business), including log book:
 - kilometres travelled if less than 5,000km for year
 - financing (interest) or lease costs
 - fuel & oil
 - insurance
 - registration
 - repairs & maintenance
 - services
 - tyres
- Rental property expenses – including:
 - advertising and letting expenses
 - body corporate fees
 - borrowing costs
 - council and water rates
 - repairs and maintenance
 - improvements and renovations (capital)
 - insurance (property, contents or landlord)
 - interest on mortgage finance
 - land tax
 - legal expenses
 - pest control
 - property agent commissions
 - telephone expenses
 - tax depreciation register or quantity surveyors report (properties first rented before 9 May 2017)
 - capital works or quantity surveyors report
 - Any other costs of rental property incurred
- Self-education expenses, such as:
 - course fees, student union fees, and tutorial fees;
 - interest on borrowings used to pay for any deductible self-education expenses.

Deductions (continued)

- Subscriptions to trade, professional or business associations and literature, such as books, journals, internet website etc relevant to occupation;
- Superannuation contributions – require *Notice of intention to deduct contribution* form lodged with the superannuation fund and confirmation received from them together with the name of the fund, it's Australian Business Number (ABN) or Tax File Number (TFN) and your account number;
- Sun protection items – sunscreen, hats, sunglasses etc;
- Prior year tax agent fees (if not Greg Singh & Co);
- Telephone expenses, including mobile phone, work related use;
- Union fees;
- Work-related clothing, such as:
 - compulsory, non-compulsory (AusIndustry registered), occupational specific and protective clothing such as employer branded uniforms, high visibility apparel and personal protective equipment (PPE) such as steel cap boots, gum boots, safety glasses, gloves, hard hats, ear protection etc.
 - other expenses associated with such work-related clothing such as dry cleaning and laundry expenses.
- Salary and wage earners and rental property owners are entitled to an immediate deduction if an asset costs \$300 or less and it is used in deriving income, such as:
 - books and trade journals;
 - briefcases, luggage or suitcases;
 - calculators;
 - GPS;
 - iPads and other electronic devices;
 - mobile phone;
 - printers;
 - software;
 - stationery;
 - tools of trade.

Tax offsets

- Contributions to spouses superannuation fund;
- Private health fund tax statement containing details of your level of cover and entitlement to the private health insurance rebate;

Other information (if applicable)

- Details of any Higher Education Loan Program (HELP), Student Financial Supplement Scheme (SFSS), Student Start-Up Loan (SSL), ABSTUDY or Trade Support Loan (TSL) debts;
- Pay-As-You-Go (PAYG) instalments;
- Medicare levy exemption certificate (not a permanent resident of Australia or applied for such);
- If not an Australian permanent resident, visa status and category;
- Child support payments;

Note: Please total the value of all receipts in the relevant categories noted above. Extra fees will be charged if receipts are not totalled.