

## 2021 Individual Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Are you an Australian resident? Yes / No/ Unsure

Information	Information Provided	Not Applicable
<b>Income</b>		
1. PAYG payment summaries from employers (including Paid Parental Leave) Occupation: _____	<input type="checkbox"/>	<input type="checkbox"/>
Details of foreign employment income & tax withheld	<input type="checkbox"/>	<input type="checkbox"/>
2. Allowance received	<input type="checkbox"/>	<input type="checkbox"/>
3. Employer Lump sum payments	<input type="checkbox"/>	<input type="checkbox"/>
4. Employment Termination Payment (ETP)	<input type="checkbox"/>	<input type="checkbox"/>
5. Australian Government allowances and payments like Newstart, Youth allowance and JobSeeker payments	<input type="checkbox"/>	<input type="checkbox"/>
6. Australian Government pensions and allowances	<input type="checkbox"/>	<input type="checkbox"/>
7. Australian annuities and PAYG summary for superannuation income streams	<input type="checkbox"/>	<input type="checkbox"/>
8. Australian superannuation lump sum payments	<input type="checkbox"/>	<input type="checkbox"/>
9. Attributed personal services income	<input type="checkbox"/>	<input type="checkbox"/>
10. Bank statements detailing interest earned / term deposit statements detailing interest earned in the year	<input type="checkbox"/>	<input type="checkbox"/>
11. Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
12. Employee share schemes (ESS) statements from your employer	<input type="checkbox"/>	<input type="checkbox"/>
13.a) Trust distribution statement, including copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
13.b) Managed fund annual tax statement and capital gains tax statement	<input type="checkbox"/>	<input type="checkbox"/>
13.c) Partnership distribution statement, including a copy of the partnership's tax return	<input type="checkbox"/>	<input type="checkbox"/>
14. Personal service income (PSI)	<input type="checkbox"/>	<input type="checkbox"/>
15. Net income or loss from business - including trading in crypto currencies	<input type="checkbox"/>	<input type="checkbox"/>
16. Deferred non-commercial business losses	<input type="checkbox"/>	<input type="checkbox"/>
17. Net farm management deposits (FMD) or repayments	<input type="checkbox"/>	<input type="checkbox"/>

18. Any capital gains? If so, please send us Buy & sell contract notes for shares (if any shares were sold), Properties (if any properties were sold), any statements associated with Capital gains/loss	<input type="checkbox"/>	<input type="checkbox"/>
19. Foreign entities (Controlled foreign company income/transferor trust income/foreign investment fund/foreign life assurance policy income)	<input type="checkbox"/>	<input type="checkbox"/>
20. Foreign source income (including foreign pensions) and foreign assets or property	<input type="checkbox"/>	<input type="checkbox"/>
21. Rent - Please refer to separate rental property checklist	<input type="checkbox"/>	<input type="checkbox"/>
22. Bonuses from life insurance companies or friendly societies	<input type="checkbox"/>	<input type="checkbox"/>
23. Records of Cryptocurrency wallet transactions (eg Bitcoin)	<input type="checkbox"/>	<input type="checkbox"/>
24. Other income (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work-related Deductions</b>		
<b>D1. Work related car expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle <a href="#">logbook*</a> for motor vehicle expenses (if using the logbook method)	<input type="checkbox"/>	<input type="checkbox"/>
Details of car purchased	<input type="checkbox"/>	<input type="checkbox"/>
Kilometres of work related car travel (if using the cents per kilometre method)	<input type="checkbox"/>	<input type="checkbox"/>
<b>D2. Work related travel expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Domestic travel with <a href="#">reasonable allowance expense*</a></b> If the claim is more than the reasonable allowance rate, receipts for travelling Expenses	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overseas travel with reasonable allowance expense</b>	<input type="checkbox"/>	<input type="checkbox"/>
receipts for accommodation expenses	<input type="checkbox"/>	<input type="checkbox"/>
If travel is for 6 or more nights in a row, did you keep travel records? (e.g. a travel diary)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee without reasonable allowance expense</b>	<input type="checkbox"/>	<input type="checkbox"/>
- receipts for airfares & accomodation	<input type="checkbox"/>	<input type="checkbox"/>
- receipts for hire cars (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
- meals and incidental expenses	<input type="checkbox"/>	<input type="checkbox"/>
- Any other travel expenses (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
<b>D3. Work related uniform and other clothing expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for Protective clothing/ Occupation specific clothing/ Non-compulsory uniform/ Compulsory uniform/ Dry cleaning expenses/ Other claims such as mending/repairs, etc (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Laundry expenses (up to \$150 without receipts – only applicable if you wear uniform with company logo to work)	<input type="checkbox"/>	<input type="checkbox"/>

<b>D4. <u>Work related self-education expenses</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for course fees (not including HECS-HELP)/ stationery/ student union fees/ student services and amenities fees/ text books/ travel/ depreciation/ other – applicable if you paid out of pocket	<input type="checkbox"/>	<input type="checkbox"/>
<b>D5. Other work related expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
Professional memberships/subscriptions/union fee	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals/magazines/books	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for continuing professional development courses and seminars (not at an educational institution)	<input type="checkbox"/>	<input type="checkbox"/>
Receipts/evidence of Home office expenses/ Computer and software / Telephone/ Mobile phone/ Internet Access/ Tools and equipment/ Printing, Postage, Stationery (please circle and specify)	<input type="checkbox"/>	<input type="checkbox"/>
Please refer to our separate Home Office Questionnaire		
Invoice of depreciable assets bought during the year (eg laptops)	<input type="checkbox"/>	<input type="checkbox"/>
Any other work related deductions (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Deductions</b>	<input type="checkbox"/>	<input type="checkbox"/>
D6. Low value pool deduction - receipts of work related assets cost \$301-\$1,000	<input type="checkbox"/>	<input type="checkbox"/>
D7. Expenditure incurred in earning <b>interest income</b> including loan statements	<input type="checkbox"/>	<input type="checkbox"/>
D8. Expenditure incurred in earning <b>dividend income</b> including loan statements	<input type="checkbox"/>	<input type="checkbox"/>
D9. Receipts for donations of \$2 and over to registered charities	<input type="checkbox"/>	<input type="checkbox"/>
D10. Expenditure incurred in managing tax affairs (eg tax agent's fees/postage to tax agent)	<input type="checkbox"/>	<input type="checkbox"/>
D11. Deductible amount of undeducted purchase price of a foreign pension or annuity	<input type="checkbox"/>	<input type="checkbox"/>
D12. Personal superannuation contributions statement (provide copy of intention to claim letter and acknowledgment from fund) Full name of fund: ..... Account no: ..... Fund ABN: ..... Fund TFN: .....	<input type="checkbox"/>	<input type="checkbox"/>
D13. Deduction for project pool	<input type="checkbox"/>	<input type="checkbox"/>
D15. Income protection insurance premiums / Other deductions (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offsets / Rebates</b>		
Did you have a married spouse or de facto for the full year (1/7/20-30/6/21) .....YES/NO If not, please write down the date you had a spouse: ..... Spouse name: .....DOB: ..... Spouse's <b>adjusted taxable income*</b> : .....	<input type="checkbox"/>	<input type="checkbox"/>
Entitled to claim <b>Senior and pensioners offset*</b> ? .....YES/NO	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions on behalf of your spouse	<input type="checkbox"/>	<input type="checkbox"/>
Entitled to claim <b>Zone/overseas forces tax offset*</b> ? .....YES/NO	<input type="checkbox"/>	<input type="checkbox"/>



**We suggest to save documents in the following way (zip folder) and upload to our client portal:**

➤ **2021 Year**

<b>Folder name (if applicable)</b>	<b>Documents includes:</b>
<b>Employment income</b>	Payment summary; Employer Lump sum payments; Employment Termination Payment (ETP); Employee share schemes (ESS) statements from your employer
<b>Interest income</b>	Bank statements detailing interest earned / term deposit statements detailing interest earned in the year
<b>Dividend income</b>	Dividend statements/ HIN number
<b>Capital gain</b>	Buy&sell contract notes for shares (if any shares were sold); Properties (if any properties were sold), any statements associated with Capital gains/loss
<b>Business</b>	Details of business income and expenses
<b>Rental property 1</b>	Annual rental summary; loan statements, showing annual interest & closing balance as at 30/6/20; receipts for any new asset (repairs and maintenance); details of expenses that you paid out of pocket; property purchase contract; purchase settlement adjustment sheet etc
<b>Rental property 2</b>	As above
<b>Other income</b>	Trust distribution statements, managed fund annual statements, year end holding statements; any other income supporting documents
<b>Deductions</b>	Receipts related to D1-D15
<b>Other information</b>	Private health insurance tax statement; Medicare levy exemption certificate (if applicable); any other supporting documents

**Additional comments:**