

INDIVIDUAL INCOME TAX RETURN CHECKLIST

Full Name	
Tax File Number	
Date of Birth	
ABN (if applicable)	
Address	
Address (Postal) (Put 'as above' if the same)	
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
Main Occupation	
Spouse Name and TFN	



ACCOUNTANTS • FINANCIAL MANAGEMENT
BUSINESS ADVISORS • INSURANCE

Income

- Salary or wagesYES/NO
- Allowances, earnings, tips, director's fees etcYES/NO
- Employer lump sum paymentsYES/NO
- Employment termination paymentsYES/NO
- Australian Government allowances and paymentsYES/NO
- Australian Government pensions and allowancesYES/NO
- Australian annuities and superannuation income streamsYES/NO
- Australian superannuation lump sum paymentsYES/NO
- Attributed personal services incomeYES/NO
- Gross InterestYES/NO
- DividendsYES/NO
- Employee share schemesYES/NO
- Distributions from partnerships and/or trustsYES/NO
- Personal services income (PSI)YES/NO
- Net income or loss from business (as a sole trader)YES/NO
- Deferred non-commercial business lossesYES/NO
- Net farm management deposits or repaymentsYES/NO
- Capital gainsYES/NO
- Foreign entities:
 - Direct or indirect interests in controlled foreign companyYES/NO
 - Transfer of property or services to a non-resident trust.....YES/NO
- Foreign source income (including foreign pensions) and foreign assets or propertyYES/NO
- RentYES/NO
- Bonuses from life insurance companies or friendly societiesYES/NO
- Forestry managed investment scheme incomeYES/NO
- Other income (please specify below)YES/NO

Deductions

Work Related Car Expenses

- Cents per kilometre method (up to a maximum of 5,000 kms)YES/NO
- Log book methodYES/NO

Work Related Travel Expenses

Employee domestic travel with reasonable allowanceYES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses?YES/NO

Overseas travel with reasonable allowanceYES/NO

- Do you have receipts for accommodation expenses?YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)...YES/NO

Employee without a reasonable travel allowanceYES/NO

- Did you incur and have receipts for airfares?YES/NO
- Did you incur and have receipts for accommodation?YES/NO
- Do you have receipts for hire cars (if applicable)?YES/NO
- Did you incur and have receipts for meals and incidental expenses?YES/NO
- Do you have any other travel expenses?YES/NO

Other work-related travel expenses (e.g., a borrowed car)YES/NO
(please specify)

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Work Related Uniform and Other Clothing Expenses

- Protective clothingYES/NO
- Occupation specific clothingYES/NO
- Non-compulsory uniformYES/NO
- Compulsory uniformYES/NO
- Conventional clothingYES/NO
- Laundry expenses (up to \$150 without receipts)YES/NO
- Dry cleaning expensesYES/NO
- Other claims such as mending/repairs, etc (please specify)YES/NO

Work related self-education expenses

Course taken at educational institution:

- union feesYES/NO
- course feesYES/NO
- books, stationeryYES/NO

- depreciationYES/NO
- travelYES/NO
- other (please specify)YES/NO

Other Work Related Expenses

- Home office expensesYES/NO
- Computer and softwareYES/NO
- Telephone/mobile phoneYES/NO
- Tools and equipmentYES/NO
- Subscriptions and union feesYES/NO
- Journals/periodicalsYES/NO
- DepreciationYES/NO
- Sun protection products (i.e., sunscreen and sunglasses) YES/NO
- Seminars and courses not at an educational institution:
 - Course feesYES/NO
 - TravelYES/NO
 - Other (please specify)YES/NO
- Any other work related deductions (please specify)YES/NO

Other types of deductions

- Low value pool deduction. YES/NO
- Interest deductions YES/NO
- Dividend deductions YES/NO
- Gifts or donations YES/NO
- Cost of managing tax affairs YES/NO
- Deductible amount of undeducted purchase price of a foreign pension or annuity YES/NO
- Personal superannuation contributions YES/NO

Full name of fund: Account no:

Fund ABN: Fund TFN:

Do you pass the 10% test? YES/NO

Have you provided the fund a notice of intention to deduct the contribution? YES/NO

Has this notice been acknowledged by the fund? YES/NO

- Deduction for project pool YES/NO
- Forestry managed investment scheme deduction YES/NO
- Other deductions (please specify) YES/NO
- Tax losses of earlier income years YES/NO

Offsets and Refunds

Are you a senior Australian or a pensioner? YES/NO

Did you receive an Australian superannuation income stream? YES/NO

Did you make superannuation contributions on behalf of your spouse? YES/NO

Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2016? YES/NO

Did you have net medical expenses in 2016?..... YES/NO

If so, do these medical expenses include expenses relating to disability aids, attendant care or aged care expenses? YES/NO

Did you maintain a dependant who is unable to work due to invalidity or carer obligations?..... YES/NO

Are you entitled to claim the landcare and water facility tax offset? YES/NO

Other non-refundable tax offsets (please specify) YES/NO

Other refundable tax offsets (please specify) YES/NO

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Other Relevant Information

- Are you entitled to the Medicare levy exemption or reduction in 2016? YES/NO
(If yes, please specify):
- Did you have private health insurance in 2016? YES/NO
(If yes, please provide the annual statement received from your health fund)
- Were you under the age of 18 on 30 June 2016? YES/NO
- Did you become an Australian tax resident at any time during the income year? YES/NO
- Did you cease to be an Australian tax resident at any time during the income year? YES/NO
- Did you make a non-deductible (non-concessional) personal super contribution? YES/NO
- Do you have a HECS/HELP liability or a student financial supplement loan debt? YES/NO
- Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company? YES/NO
- Do you have a loan with a private company or have such a loan amount forgiven? YES/NO
(If yes, please specify) (reviewer consider if deemed dividend in year under Division 7A)
- Did you receive any benefit from an employee share acquisition scheme? YES/NO
- Family Tax Benefit ('FTB'):
 - Did you have care of a dependent child in 2016? YES/NO
 - Did you or your spouse receive FTB in 2016? YES/NO
- Income tests information
 - Do you have any total reportable fringe benefits amounts in 2016? YES/NO
 - Do you have any reportable employer superannuation contributions in 2016? YES/NO
 - Did you receive any tax-free government pensions in 2016? YES/NO
 - Did you receive any target foreign income in 2016? YES/NO
 - Did you have a net financial investment loss in 2016? YES/NO
 - Did you have a net rental property loss in 2016? YES/NO
 - Did you pay child support in 2016? YES/NO
 - Number of dependent children?
- Spouse details (if applicable)
 - Did you have a spouse for the full year from 1 July 2015 to 30 June 2016? YES/NO
 - If you had a spouse for only part of the income year, please specify the dates between 1 July 2015 to 30 June 2016 when you had a spouse:
 - From ____ / ____ / _____ to ____ / ____ / _____
 - What was your spouse's taxable income for the 2016 income year? \$.....
 - Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income YES/NO
 - Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2016 income year? YES/NO
 - Did your spouse have any reportable fringe benefits amounts for the 2016 income year? YES/NO

- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2016 income year?..... YES/NO
- Did your spouse receive any exempt pension income in the 2016 income year? YES/NO
- Does your spouse have any reportable super contributions for the 2016 income year?YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*? YES/NO
- Did your spouse receive any 'target foreign income' in the 2016 income year? YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2016 income year? YES/NO
- Did your spouse pay child support during the 2016 income year? YES/NO
- If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2016 income year that included a taxed element that does not exceed their low rate cap? YES/NO

Signature of Taxpayer

Dated

Name (Print)

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