

## 2023 Individual Tax Return Checklist

<b>Income – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
<b>1. Salary or wages</b>			
<b>2. Allowances, earnings, tips, director’s fees etc.</b>			
3. Employer lump sum payments			
<b>4. Employment termination payments</b>			
<b>5. Australian Government allowances and payments like Jobseeker, Youth Allowance and Austudy payments</b>			
<b>6. Australian Government pensions and allowances</b>			
7. Australian annuities and superannuation income streams			
8. Australian superannuation lump sum payments			
9. Attributed personal services income			
<b>10. Gross Interest</b>			
<b>11. Dividends</b>			
12. Employee share schemes			
13. Distributions from partnerships and/or trusts			
14. Personal services income (PSI)			
15. Net income or loss from business (as a sole trader)			
<b>16. Deferred non-commercial business losses</b>			
17. Net farm management deposits or repayments			
<b>18. Capital gains</b>			
19. Foreign entities:			
– Direct or indirect interests in a controlled foreign company			
– Transfer of property or services to a non-resident trust			
20. Foreign source income (including foreign pensions) and foreign assets or property			
<b>21. Rent</b>			
22. Bonuses from life insurance companies or friendly societies			
23. Forestry managed investment scheme income			
24. Other income (please specify below)			

## Individual Income Tax Return Kit

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<b>Deductions – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
<b>D1. Work-related car expenses</b>			
– Cents per kilometre method (up to a maximum of 5,000 kms)			
– Log book method			
<b>Have any car expenses been reimbursed by your employer?</b>			
<b>D2. Work-related travel expenses</b>			
<b>Employee domestic travel with a reasonable travel allowance</b>			
– If the claim is more than the reasonable travel allowance rate, do you have receipts for your expenses?			
<b>Overseas travel with a reasonable travel allowance</b>			
– Do you have receipts for accommodation expenses?			
– If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)			
<b>Employee without a reasonable travel allowance</b>			
– Did you incur and have receipts for airfares?			
– Did you incur and have receipts for accommodation?			
– Did you incur and have receipts for hire cars (if applicable)?			
– Did you incur and have receipts for meals and incidental expenses?			
– Do you have any other travel expenses?			
<b>Have any travel expenses been reimbursed by your employer?</b>			
Other work-related travel expenses (e.g., a borrowed car, public transport)			
<i>(Please specify)</i>			

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<b>Deductions – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
<b>D3. Work-related clothing, laundry and dry cleaning expenses</b>			
Protective clothing			
Occupation specific clothing			
Non-compulsory uniform			
Compulsory uniform			
Conventional clothing			
Laundry expenses (up to \$150 without receipts)			
Dry cleaning expenses			
Other claims such as mending/repairs, etc (please specify)			
<b>Have any clothing, laundry and dry cleaning expenses been reimbursed by your employer?</b>			
<b>D4. Work-related self-education expenses</b>			
<b>Course taken at educational institution:</b>			
– Union fees			
– Course fees			
– Books, stationery			
– Travel			
– Other (please specify)			
<b>Have any self-education expenses been reimbursed by your employer?</b>			
<b>D5. Other work-related expenses</b>			
Home office expenses (including working from home due to COVID-19)			
Computer and software			
Telephone/mobile phone			
Tools and equipment			
Subscriptions and union fees			
Journals/periodicals			

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Deductions – Please provide evidence	Yes	No	Unsure
<b>D5. Other work-related expenses (continued...)</b>			
Depreciation			
Sun protection products (i.e., sunscreen and sunglasses)			
Seminars and courses not at an educational institution			
Any other work related deductions (please specify)			
<b>Have any other work-related expenses been reimbursed by your employer?</b>			
<b>Other types of deductions</b>			
<b>D6. Low value pool deduction</b>			
D7. Interest deductions			
D8. Dividend deductions			
<b>D9. Gifts or donations</b>			
D10. Cost of managing tax affairs <ul style="list-style-type: none"> <li>Interest charged by the ATO (e.g., including SIC and GIC)</li> <li>Litigation costs</li> <li>Other expenses incurred in managing tax affairs</li> </ul>			
D11. Deductible amount of undeducted purchase price of a foreign pension or annuity			
<b>D12. Personal superannuation contributions</b>			
Full name of fund: ..... Account no: .....			
Fund ABN: ..... Fund TFN: .....			
– Have you provided the fund a notice of intention to deduct the contribution?			
– Has this notice been acknowledged by the fund?			
D13. Deduction for project pool			
<b>Other types of deductions (continued)</b>			
D14. Forestry managed investment scheme deduction			
D15. Other deductions (please specify)			
<b>Have any amounts at D6 to D15 been reimbursed by your employer?</b>			

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<b>Deductions – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
L1. Tax losses of earlier income years			

<b>Tax offsets/rebates – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
T1. Are you a senior Australian or a pensioner?			
T2. Did you receive an Australian superannuation income stream?			
T3. Did you make superannuation contributions on behalf of your spouse?			
T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed force in the 2023 income year?			
T5. Did you maintain a dependant who is unable to work due to invalidity or carer obligations in the 2023 income year?			
T6. Are you entitled to claim the landcare and water facility tax offset?			
T7. Are you involved in an early stage venture capital limited partnership?			
T8. Are you an early stage investor in an early stage innovation company?			
T9. Are you entitled to any other non-refundable tax offsets?			
T10. Are you entitled to any other refundable tax offsets?			

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Other relevant information – Please provide evidence	Yes	No	Unsure
A. Are you entitled to the Medicare levy exemption or reduction in the <b>2023</b> income year?  <i>(If yes, please specify)</i>			
B. Did you and your spouse/dependants have private health insurance in the <b>2023</b> income year?  <i>(If yes, please provide the annual statement received from your health fund)</i>			
C. Were you under the age of 18 on 30 June <b>2023</b> ?			
D. Did you become an Australian tax resident at any time during the income year?			
E. Did you cease to be an Australian tax resident at any time during the income year?			
F. Did you make a non-deductible (non-concessional) personal super contribution?			
G. Do you have a HELP liability, Student Financial Supplement Loan debt, Student Start-up Loan debt or Trade Support Loan debt?			
H. Are you a working holiday maker in Australia on a 417 (working holiday) visa or 462 (work and holiday) visa?  <b>What is your ‘home country’ (where you are a national)?</b>  <b>Country name:</b>  <b>If you are a working holiday maker – do you believe you are an Australian tax resident for the <b>2023</b> income year?</b>			
I. 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?			
J. Do you have a loan with a private company at 30 June <b>2023</b> or has such a loan amount been forgiven in the <b>2023</b> income year? Has a private company made a payment to you in the <b>2023</b> income year (other than a dividend)?  <i>(If yes, please specify)</i>			
K. Did you receive any benefit from an employee share acquisition scheme?			
L. Family Tax Benefit (‘FTB’):			
– Did you have care of a dependent child in the <b>2023</b> income year?			
– Did you or your spouse receive FTB through Services Australia in the <b>2023</b> income year?			

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<b>Other relevant information – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
<b>Income tests information</b>			
– Do you have any reportable fringe benefits amounts in the <b>2023</b> income year?			
– Do you have any reportable employer superannuation contributions in the <b>2023</b> income year?			
– Did you receive any tax-free government pensions in the <b>2023</b> income year?			
– Did you receive any target foreign income in the <b>2023</b> income year?			
– Did you have a net financial investment loss in the <b>2023</b> income year?			
– Did you have a net rental property loss in the <b>2023</b> income year?			
– Did you pay child support in the <b>2023</b> income year?			
– Number of dependent children?			
<b>Spouse details (if applicable)</b>			
– Did you have a spouse for the full year from 1 July <b>2022</b> to 30 June <b>2023</b> ? If you had a spouse for only part of the income year, please specify the dates between 1 July <b>2022</b> to 30 June <b>2023</b> when you had a spouse:  From ____ / ____ / _____ to ____ / ____ / _____			
– What was your spouse's <b>taxable income</b> for the <b>2023</b> 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?			
– 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 <b>2023</b> income year?			
– Did your spouse have any reportable fringe benefits amounts for the <b>2023</b> income year?			
– Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the <b>2023</b> income year?			
– Did your spouse receive any exempt pension income in the <b>2023</b> income year?			

## Individual Income Tax Return Kit

<b>Other relevant information – Please provide evidence</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
– Did your spouse receive any tax-free government pensions paid under the <i>Military Rehabilitation and Compensation Act 2004</i> ?			
– Does your spouse have any reportable employer superannuation contributions or deductible personal superannuation contributions for the <b>2023</b> income year?			
– Did your spouse receive any ‘target foreign income’ in the <b>2023</b> income year?			
– 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 <b>2023</b> income year?			
– Did your spouse pay child support during the <b>2023</b> income year?			
– If your spouse is aged between their preservation age and 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the <b>2023</b> income year that included a taxed element that does not exceed their low rate cap?			
<b>Additional notes/concerns:</b>			
<b>Dated:</b> ..... <p style="text-align: center;"><i><b>Signature of taxpayer</b></i></p> ..... <p style="text-align: center;"><i><b>Name (print)</b></i></p>			