

2017 Personal Tax Return Checklist				Office Use Only - Queries & To Do Items		
Name				<input type="checkbox"/> Before Commencing, Download ATO Pre-Filing Report		
Address				<input type="checkbox"/>		
				<input type="checkbox"/>		
DOB	/	/	TFN	<input type="checkbox"/>		
Tel Home			Tel Mob	<input type="checkbox"/>		
Email				<input type="checkbox"/>		
Occupation				<input type="checkbox"/>		
BSB (if refund)			Acct No	<input type="checkbox"/>		
Acct Name				<input type="checkbox"/>		
Income Checklist to be Completed by Client				Deductions		
Please indicate income received	Yes	No	D1 Work Related Car Expenses		Yes	No
Salary or wages including insurance for lost wages			Rate per Km	Reas. est up to 5,000 kms per car		
Allowances, earnings, tips, director's fees etc			Log Book	Log book valid for 5 years only		
Employment termination payments			1/3 Expenses	min 5,000 annualised bus kms		
Australian Government allowances			12% of Cost	min 5,000 annualised bus kms		
Australian Government pensions						
Annuities and superannuation income streams						
Superannuation lump sum payments						
Interest						
Dividends			D2 Work Related Travel Expenses		Yes	No
Discount(s) on employee shares or rights			(a) <u>Domestic travel & reasonable allowance</u>			
Income from partnerships or trusts			Claim greater than reasonable allowance?			
Income from managed funds (investments)			If yes, has receipts for all deductions claimed			
Income from your own business			(b) <u>Overseas travel & reasonable allowance</u>			
Deferred losses from your business (new clients only)			Has receipts for accommodation (must have)			
Net farm management deposits or repayments			Claim greater than reasonable allowance?			
Sale of assets (main residence, shares, property, etc)			If yes, has receipts for all deductions claimed			
Foreign income (including pensions)			(c) <u>No travel allowance</u> & has receipts			
Rental income			(d) Travel for <u>6 or more nights in a row</u>			
Life insurance company or friendly society bonuses			Has a travel diary (unless domestic travel and claiming less than the reasonable amount)			
Farm management deposits or withdrawals			(e) Taxis			
Forestry managed investment scheme income			(f) Parking & tolls			
Other income not shown above (show details below)			(g) Train & bus fares			
			D3 Work Related Clothing		Yes	No
			Protective clothing & footwear			
			Occupation-specific clothing			
			Compulsory uniform			
			Non-compulsory uniform regd with AusIndustry			
			Home laundry (max \$150 without receipts)			
			Dry cleaning			
			Repairs and/or alterations to uniforms			
<p>STOP! We will complete the remaining questions.</p> <p>Please sign & date below</p>						
X _____	/	/				
<i>Client Signature</i>			<i>Date</i>			

Deductions Continued				Tax Offsets		Yes	No		
D4 Self-education Expenses (formal qualifications)				Yes	No	T1	Seniors & Pensioners		
Course Name						T2	Australian superannuation income stream		
Location						T3	Spouse superannuation contributions		
Nexus with current work activities satisfied						T4	Live in remote zone/serve in overseas forces		
Student union fees						T5	Net medical expenses (over \$2,218 or \$5,233)		
Course fees (not HECS-HELP, HELP or SFSS)						Must have claimed in both 2013 and 2014 returns or claiming disability aids or attendant or aged care			
Tuition fees (FEE-HELP, VET FEE-HELP, OS-HELP)						T6	Invalid & invalid carer		
Textbooks						T7	Landcare and water facility		
Stationery						T8	Other non-refundable tax offsets		
Home office & decline in value of computer						T9	Other refundable tax offsets		
Travel – engine capacity of car & kms	___ Litre	___	Kms						
D5 Other Work Related Expenses				Yes	No				
Computer expenses and software						Other Information			
Depreciation of computers & other equipment							Rental property & land tax paid if applicable	Yes	No
Home office (\$0.45/hr for heating, cooling, lighting & depn)							Building worker reg'd for long service leave if applic		
Internet access							Number of dependant children		
Overtime meals (max \$28.20 per meal without receipts)							Private Health Insurance Held – get annual statement		
Postage							If not covered – does family income exceed threshold		
Reference books, technical magazines & journals							If covered – is the whole family covered		
Safety Equipment (hard hats, safety glasses & sunscreen)							Became or ceased being a resident during year		
Seminars, courses, conferences & workshops							Under 18 years of age at 30/06/2016 (complete A1)		
Stationery						HELP debt \$	SFSS debt \$		
Subscriptions						PAYG Instalment Credits		\$	
Telephone – home						Tax-free government pensions (for income tests)		\$	
Telephone – mobile						Child support paid (for income tests)		\$	
Tools and equipment						Spouse Details (if we are not preparing that return)			
Union fees						Name:		Date of Birth / /	
						Dependant from / /	Dependant to / /		
Other Deductions				Yes	No	Taxable Income	Reportable FBs		
D6	Low value pool deductions					Govt Pensions Item 6	Exempt Pensions		
D7	Interest deductions					Net Invest. Loss	Child Support Paid		
D8	Dividend deductions					Reportable Super	Target Foreign Inc		
D9	Gifts or donations					Comments			
D10	Cost of managing tax affairs including GIC								
D11	Deductible amount for foreign pensions								
D12	Personal superannuation contributions								
D13	Project pool deductions								
D14	Forestry managed investment schemes								
D15	Other (incl income protection insur, net psi loss)								
L1	Losses from earlier income years					Preparer's Signature _____		/ / Date	