

2018 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 <b>per car</b>	
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 &amp; 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 &amp; 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 &amp; has receipts</u>		
Rental income				(d) <u>Travel for 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		
<b>STOP! We will complete the remaining questions.</b>						
<b>Please sign &amp; date below</b>						
X _____	/	/				
<i>Client Signature</i>		<i>Date</i>				

Deductions Continued				Tax Offsets		Yes	No		
<b>D4 Self-education Expenses (formal qualifications)</b>				Yes	No	<b>T1</b>	Seniors & Pensioners		
Course Name						<b>T2</b>	Australian superannuation income stream		
Location						<b>T3</b>	Spouse superannuation contributions		
Nexus with current work activities satisfied						<b>T4</b>	Live in remote zone/serve in overseas forces		
Student union fees						<b>T5</b>	Net medical expenses (over \$2,218 or \$5,233)		
Course fees ( <b>not</b> 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)						<b>T6</b>	Invalid & invalid carer		
Textbooks						<b>T7</b>	Landcare and water facility		
Stationery						<b>T8</b>	Other non-refundable tax offsets		
Home office & decline in value of computer						<b>T9</b>	Other refundable tax offsets		
Travel – engine capacity of car & kms	___ Litre	___	Kms						
<b>D5 Other Work Related Expenses</b>				Yes	No				
Computer expenses and software						<b>Other Information</b>			
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							<b>If not covered</b> – does family income exceed threshold		
Reference books, technical magazines & journals							<b>If covered</b> – is the whole family covered		
Safety Equipment (hard hats, safety glasses & sunscreen)							Became or ceased being a <b>resident</b> during year		
Seminars, courses, conferences & workshops							Under 18 years of age at 30/06/2018 (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						<b>Spouse Details (if we are not preparing that return)</b>			
Union fees						Name:		Date of Birth / /	
						Dependant from / /	Dependant to / /		
<b>Other Deductions</b>				Yes	No	Taxable Income	Reportable FBs		
<b>D6</b>	Low value pool deductions					Govt Pensions Item 6	Exempt Pensions		
<b>D7</b>	Interest deductions					Net Invest. Loss	Child Support Paid		
<b>D8</b>	Dividend deductions					Reportable Super	Target Foreign Inc		
<b>D9</b>	Gifts or donations					<b>Comments</b>			
<b>D10</b>	Cost of managing tax affairs including GIC								
<b>D11</b>	Deductible amount for foreign pensions								
<b>D12</b>	Personal superannuation contributions								
<b>D13</b>	Project pool deductions								
<b>D14</b>	Forestry managed investment schemes								
<b>D15</b>	Other (incl income protection insur, net psi loss)								
<b>L1</b>	Losses from earlier income years					Preparer's Signature _____		/ / Date	