

2021 Personal Tax Return Checklist				Office Use Only - Queries & To Do Items		
Name				<input type="checkbox"/> Before Commencing, Download ATO Pre-Filling 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</u> travel & <u>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</u> travel & <u>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 _____		/ /				
Client Signature		Date				

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 2018 and 2019 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						Yes	No
Home office (\$0.45/hr for heating, cooling, lighting & deprn)						Rental property & land tax paid if applicable	
Internet access						Building worker reg'd for long service leave if applic	
Overtime meals (max \$28.20 per meal without receipts)						Number of dependant children	
Postage						Private Health Insurance Held – get annual statement	
Reference books, technical magazines & journals						If not covered – does family income exceed threshold	
Safety Equipment (hard hats, safety glasses & sunscreen)						If covered – is the whole family covered	
Seminars, courses, conferences & workshops						Became or ceased being a resident during year	
Stationery						Under 18 years of age at 30/06/2020 (complete A1)	
Subscriptions						HELP debt \$	SFSS debt \$
Telephone – home						PAYG Instalment Credits \$	
Telephone – mobile						Tax-free government pensions (for income tests) \$	
Tools and equipment						Child support paid (for income tests) \$	
Union fees						Spouse Details (if we are not preparing that return)	
						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	