

PERSONAL INCOME TAX RETURNS - CHECKLIST

Please provide the following information for the period 1 July 2020 to 30 June 2021

INCOME

	Yes	N/A
• Payment Summaries, where provided by employer	<input type="checkbox"/>	<input type="checkbox"/>
• Last Payment slip for year (if available)	<input type="checkbox"/>	<input type="checkbox"/>
• Details of foreign employment income	<input type="checkbox"/>	<input type="checkbox"/>
• Unemployment and pension income statements	<input type="checkbox"/>	<input type="checkbox"/>
• Interest received with details of bank, branch and account numbers	<input type="checkbox"/>	<input type="checkbox"/>
• Statements of dividends received showing any imputation credits	<input type="checkbox"/>	<input type="checkbox"/>
• Statements of Termination Payments received from employers and funds	<input type="checkbox"/>	<input type="checkbox"/>
• Details of casual earnings and any other income	<input type="checkbox"/>	<input type="checkbox"/>
• Details of tax-free pensions	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any sales of real estate, stocks, shares or other investment property	<input type="checkbox"/>	<input type="checkbox"/>
We also require dates of acquisition and details of costs.	<input type="checkbox"/>	<input type="checkbox"/>

DEDUCTIONS

The following is a list of common claims. This is not a comprehensive list and there may be other claims you are entitled to

• Gifts over \$2 to registered gift recipients and approved school building funds	<input type="checkbox"/>	<input type="checkbox"/>
• Subscriptions to trade unions and professional bodies	<input type="checkbox"/>	<input type="checkbox"/>
• Personal sickness and accident insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
• Self education expenditure connected with your employment. Claims include Travel, fees (but not Fee-Help), books and stationery.	<input type="checkbox"/>	<input type="checkbox"/>
• Tools and equipment. Any replaced tool under \$300 can be claimed outright And over \$300 can be depreciated. We will need the date purchased for items over \$300.	<input type="checkbox"/>	<input type="checkbox"/>
• Uniform and protective clothing costs	<input type="checkbox"/>	<input type="checkbox"/>
• Motor vehicle expenses.	<input type="checkbox"/>	<input type="checkbox"/>
• Home office expenses.	<input type="checkbox"/>	<input type="checkbox"/>
• Travel expenses in relation to the completion of your tax return. Provide details of kilometers traveled to our office during the year.	<input type="checkbox"/>	<input type="checkbox"/>
• Sunscreen, hats and sunglasses expenses.	<input type="checkbox"/>	<input type="checkbox"/>

SUPERANNUATION CONTRIBUTIONS ON BEHALF OF YOUR SPOUSE OFFSET

A rebate is available if you have made any superannuation contributions on behalf of a low income earning spouse. In order to claim this rebate for you we would require details of the contributions made and your spouse's income.

RENTAL INCOME

If you own a rental property, please provide the following information;

• Agent's statements or your records	<input type="checkbox"/>	<input type="checkbox"/>
• Statements of interest charged on monies borrowed	<input type="checkbox"/>	<input type="checkbox"/>
• Details of all payments in respect to advertising, repairs, maintenance, rates and taxes etc	<input type="checkbox"/>	<input type="checkbox"/>
• If you bought or sold a property during the year, we will require a copy of the offer and acceptance forms, copies of settlement statements and details in connection with a new loan taken out or a loan discharged.	<input type="checkbox"/>	<input type="checkbox"/>
• If you bought a property during the year that was built after 18 July 1985, we will require details of the cost of building the property.	<input type="checkbox"/>	<input type="checkbox"/>

MOTOR VEHICLE EXPENSES

If you have used your vehicle for work, you can claim on a cents per kilometer basis using rates supplied by the tax office. Please supply the following details:

• Make of vehicle;	<input type="checkbox"/>	<input type="checkbox"/>
• Number of business kilometers travelled in the year.	<input type="checkbox"/>	<input type="checkbox"/>

You can use this method to claim your expenses up to a maximum limit of 5,000 km, based on 72 cents per kilometer from 1 July 20. Note that you must be able to show how you calculated the kilometers travelled.

Logbook method

If you have travelled more than 5,000 km for work related travel during the year you can claim a portion of your vehicle running costs as established by a logbook. A logbook must be completed for a period of 12 weeks and used to calculate a reasonable estimate of your business use.

If you have completed a logbook in a previous year and have already determined a business percentage, and business use has not altered by more than 10%, then you can use the percentage previously determined.

PLEASE NOTE THAT NEW LOGBOOKS MUST BE COMPLETED EVERY 5 YEARS.

Please ensure that your logbook details are still current. You should keep odometer readings for the beginning and end of the year and provide us with amounts expended in the year for:

	<i>YES</i>	<i>N/A</i>
• Fuel and oil;	<input type="checkbox"/>	<input type="checkbox"/>
• Repairs and maintenance;	<input type="checkbox"/>	<input type="checkbox"/>
• Registration and insurance; and	<input type="checkbox"/>	<input type="checkbox"/>
• Loan or hire purchase interest.	<input type="checkbox"/>	<input type="checkbox"/>

HOME OFFICE EXPENSES

If a room is maintained at home specifically for work or study, you can claim the additional running expenses incurred. If claiming by this method, we will require total expenses for the following:

	<i>YES</i>	<i>N/A</i>
• Shortcut method 80 cents per hour (1 March 20 – 30 June 21 COVID measure)	<input type="checkbox"/>	<input type="checkbox"/>
• Fixed rate method 52 cents per hour	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone percentage used for work	<input type="checkbox"/>	<input type="checkbox"/>
• Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
• Repairs to room	<input type="checkbox"/>	<input type="checkbox"/>

The shortcut method covers all your working from home expenses such as phone, internet, electricity, decline in value of equipment and furniture.

The fixed rate method covers electricity, decline in value of home office furniture and cost to repairs of home office furniture and furnishings. Diary records are acceptable evidence and it is recommended that you keep diary records during a representative period and for a reasonable time, for example at least 4 weeks. Under this method, phone, internet, consumables (stationery and ink) and decline in value of equipment such as phones and computers are claimed on an actual basis so you will need receipts for these items.

If items of fixtures and fittings have been purchased for use in the office, please provide cost price and date of acquisition. If your place of business is at home we will also require statements of the mortgage loan and details of insurance, rates and any rent paid.

SUBSTANTIATION

The tax office demands that records are kept for all business expenses. Severe substantiation rules apply to claims for **motor vehicle expenses** and **travel expenses**; therefore, it is essential that you keep all your receipts for these claims. You must also keep your tax invoices if you are claiming a credit for GST paid on purchases.

WORK-RELATED EXPENSES

You must keep a receipt, invoice or similar document showing the following information:
the date the expense was incurred, the name of the person or business who supplied the goods or services,
the date of the document, the nature of the goods and services supplied.

If you are making claims for work-related expenses, it is essential that you keep receipts or diary records. If your work-related claims for the year (excluding motor vehicle expenses and expenses relating to allowances covered by special rules i.e. overtime meal allowance, travel allowances and award transport payments) are less than \$300 no substantiation is required. However, if your total claim exceeds \$300, inclusive of laundry expenses, you must substantiate all the non-laundry expenses.

You may be required to produce the evidence to substantiate any claims if requested by the Commissioner of Taxation and failure to do so will result in the loss of the deduction. The failure does not constitute a prosecutable offence, but additional tax may be imposed.

The relevant documentation is required to be maintained for a period of five years from the date of lodgment of your returns.