

INDIVIDUAL INCOME TAX RETURN CHECKLIST

Please Indicate whether information is applicable (please tick); Y = Yes OR N = No AND Have you attached documentation? A = Attached - Leave blank if you are unsure.	Y or N	Required Documents	A
Salary or Wage	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Allowances, Earnings, Tips Director's fees, etc.	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
Employer Lump Sum Payments	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>
Employment Termination Payments (ETP's)	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Australian Government Allowances and payments like Newstart, youth allowance and austudy payment	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Australian Government Pensions and other Allowances	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Other Australian Pensions or Annuities – including superannuation pensions	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Australian superannuation lump sum payments	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Attributed Personal Services Income (e.g. Labour Hire)	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Gross Interest	<input type="checkbox"/> <input type="checkbox"/>	Refer to myGov	<input type="checkbox"/>
Dividends	<input type="checkbox"/> <input type="checkbox"/>	Dividend statement	<input type="checkbox"/>
Employee Share Schemes	<input type="checkbox"/> <input type="checkbox"/>	Documentation from company	<input type="checkbox"/>
Managed Investment Funds	<input type="checkbox"/> <input type="checkbox"/>	Fund Annual Tax Summary	<input type="checkbox"/>
Income from partnerships or trusts – Prepared by other accountants	<input type="checkbox"/> <input type="checkbox"/>	Copy of Tax return and financial statements	<input type="checkbox"/>
Capital gains – did you sell any shares or property?	<input type="checkbox"/> <input type="checkbox"/>	Refer To Capital Gains Checklist	<input type="checkbox"/>
Foreign Source Income, Assets or Property – (e.g. Foreign pensions)	<input type="checkbox"/> <input type="checkbox"/>	Summary of bank deposits or other documentation	<input type="checkbox"/>
Rent	<input type="checkbox"/> <input type="checkbox"/>	Refer to Rental Property Checklist	<input type="checkbox"/>
Bonuses from Life Companies and Friendly Societies	<input type="checkbox"/> <input type="checkbox"/>	Documentation from company	<input type="checkbox"/>
Forestry managed investment scheme income	<input type="checkbox"/> <input type="checkbox"/>	Documentation from company	<input type="checkbox"/>
Other Income (e.g. Royalties)	<input type="checkbox"/> <input type="checkbox"/>	Related Documentation	<input type="checkbox"/>
Work related car expenses	<input type="checkbox"/> <input type="checkbox"/>	Refer to Motor Vehicle Checklist	<input type="checkbox"/>
Work related travel expenses(tolls, parking, taxis, buses, airfares)	<input type="checkbox"/> <input type="checkbox"/>	Receipts or credit card statements	<input type="checkbox"/>
Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses	<input type="checkbox"/> <input type="checkbox"/>	Receipts	<input type="checkbox"/>
Work related self-education expenses	<input type="checkbox"/> <input type="checkbox"/>	Receipts	<input type="checkbox"/>
Other work related expenses	<input type="checkbox"/> <input type="checkbox"/>	Receipts	<input type="checkbox"/>
Gifts or donations	<input type="checkbox"/> <input type="checkbox"/>	Receipts	<input type="checkbox"/>
Cost of managing tax affairs	<input type="checkbox"/> <input type="checkbox"/>	Receipts	<input type="checkbox"/>
Personal superannuation contributions	<input type="checkbox"/> <input type="checkbox"/>	Notice of intent	<input type="checkbox"/>
Do you have Private health insurance?	<input type="checkbox"/> <input type="checkbox"/>	Annual statement from health fund	<input type="checkbox"/>
Superannuation contributions on behalf of your spouse	<input type="checkbox"/> <input type="checkbox"/>	Documentation	<input type="checkbox"/>
Child support you paid	<input type="checkbox"/> <input type="checkbox"/>	Amount Paid:	<input type="checkbox"/>

20 July 2020

HOW TO BE AUDIT READY

The Tax Office is getting serious about substantiation and the correlation (or nexus) between the expense incurred and the income earned.

In addition to our regular checklists that you can find on our website we have prepared this overview to assist you when compiling your documentation for completion of your income tax return.

WORK RELATED CAR EXPENSES:

- The use of your private vehicle for work purposes would normally be required for use during working hours.
 - Travelling to work and from work are outside working hours and therefore considered to be for private use not for work use. (Travel to attend work related study may be an exception to travelling outside work hours).
 - It is possible to have more than one regular place of work but if travel is from home to that regular place of work it is still considered private.
- Is it part of your work duty to travel to various locations during working time? Have you been requested to make the journey? Would your employer support your claim?
- Choosing the cents per kilometre method means you don't need to keep receipts for any car expenses however you do need to keep records of how you worked out your kilometres. Estimates will not be accepted. Entries in a diary will do but you should also note in the diary how far each trip was and for what purpose.
- Remember the cents per kilometre method is capped at a maximum 5,000 kilometres per car per year.
- Choosing the logbook method requires receipts to be kept for all expenses with the exception of fuel where it can be based on the fuel efficiency of the car and the average price for fuel in that year. Using the logbook method still requires:
 - The logbook to be a valid logbook set out as per the guidelines. Refer to our website for further details.
 - You are still required to note your odometer reading at the start and end of each financial year.
 - A logbook is only required to be renewed every 5 years unless your travel circumstances change significantly.

WORK RELATED UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING:

- Expenses to buy, wash or dry clean conventional clothing, even if required by your employer are not tax deductible.
- A work related uniform that is not occupation specific or protective clothing must have the employers logo permanently attached.
- If laundry expenses are less than \$150 then no substantiation is required however the Tax Office considers a work related uniform, occupation specific or protective clothing would cost \$1 per load if washed separately or 50c per load if washed with other garments. This could mean 3 to 6 washes per week if you were claiming the full \$150.
- Purchasing and dry cleaning require receipts.

OTHER WORK RELATED EXPENSES:

- Substantiation of expenses is required where the total claim is over \$300. (The \$300 does not include car and meal allowance, award transport payments allowance or travel allowance expenses).
- The \$300 is not a blanket tax deduction for all individuals. You will still be required to explain what you purchased and how it is connected to your work.
- There must be a nexus between the expenditure and your work duties.

❖ Please [click here](#) for relevant templates or contact us if you have any further questions.