



Tax, Accounting and Super Centre

www.fascentre.com.au

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Parap NT: 08 8941 3900

Individual Income Tax Return Checklist

For the financial Year 1 July to 30 June (all questions below relate to this period)

Full Name	
Tax File Number	
Date of birth	
ABN (if applicable)	
Address	
Address (postal) (Put 'as above' if the same)	
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
Main occupation	
Spouse name and TFN	

Please circle YES or NO for each of the items listed

Income tax return checklist continued

INCOME – Please provide evidence

- 1. Salary or wages YES/NO
 - 2. Allowances, earnings, tips, director's fees etc YES/NO
 - 3. Employer lump sum payments YES/NO
 - 4. Employment termination payments YES/NO
 - 5. Australian Government allowances and payments like Newstart, youth allowance and Austudy payments YES/NO
 - 6. Australian Government pensions and allowances YES/NO
 - 7. Australian annuities and superannuation income streams YES/NO
 - 8. Australian superannuation lump sum payments YES/NO
 - 9. Attributed personal services income YES/NO
 - 10. Gross Interest YES/NO
 - 11. Dividends YES/NO
 - 12. Employee share schemes YES/NO
 - 13. Distributions from partnerships and/or trusts YES/NO
 - 14. Personal services income (PSI) YES/NO
 - 15. Net income or loss from business (as a sole trader) YES/NO
 - 16. Deferred non-commercial business losses YES/NO
 - 17. Net farm management deposits or repayments YES/NO
 - 18. Capital gains YES/NO
 - 19. Foreign entities:
 - Direct or indirect interests in controlled foreign company YES/NO
 - Transfer of property or services to a non-resident trust YES/NO
 - 20. Foreign source income (including foreign pensions) and foreign assets or property YES/NO
 - 21. Rent YES/NO
 - 22. Bonuses from life insurance companies or friendly societies YES/NO
 - 23. Forestry managed investment scheme income YES/NO
 - 24. Other income (please specify below) YES/NO
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DEDUCTIONS – Please provide evidence

D1. Work related car expenses (Not to and from home unless carrying bulky equipment)

- cents per kilometre method (up to a maximum of 5,000 kms per vehicle) YES/NO
- log book method YES/NO

D2. Work related travel expenses

Employee domestic travel with reasonable allowance YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? YES/NO

Overseas travel with reasonable allowance YES/NO

- Do you have receipts for accommodation expenses? YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary) .. YES/NO

Employee without a reasonable travel allowance YES/NO

- Did you incur and have receipts for airfares? YES/NO
- Did you incur and have receipts for accommodation? YES/NO
- Do you have receipts for hire cars (if applicable)? YES/NO
- Did you incur and have receipts for meals and incidental expenses? YES/NO
- Do you have any other travel expenses? YES/NO

Other work-related travel expenses (e.g., a borrowed car) YES/NO
(please specify)

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D3. Work related uniform and other clothing expenses

Protective clothing YES/NO

Occupation specific clothing YES/NO

Non-compulsory uniform YES/NO

Compulsory uniform YES/NO

Laundry expenses (up to \$150 without receipts) YES/NO

Dry cleaning expenses YES/NO

Other claims such as mending/repairs, etc (please specify) YES/NO

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Income tax return checklist continued

D4. Work related self-education expenses

Course taken at educational institution:

- union fees YES/NO
- course fees YES/NO
- books, stationery YES/NO
- depreciation YES/NO
- travel YES/NO
- other (please specify) YES/NO

Please describe how this study relates to your current income being earned

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D5. Other work related expenses

- Home office expenses YES/NO
- Computer and software YES/NO
- Telephone/mobile phone YES/NO
- Tools and equipment YES/NO
- Subscriptions and union fees YES/NO
- Journals/periodicals YES/NO
- Depreciation YES/NO
- Sun protection products (i.e., sunscreen and sunglasses) YES/NO

Seminars and courses not at an educational institution:

- course fees YES/NO
- travel YES/NO
- other (please specify) YES/NO

Any other work related deductions (please specify) YES/NO

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Other types of deductions

- D6. Low value pool deduction..... YES/NO
- D7. Interest deductions YES/NO
- D8. Dividend deductions YES/NO
- D9. Gifts or donations YES/NO

Income tax return checklist continued

Other types of deductions (continued)

- D10. Cost of managing tax affairsYES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuityYES/NO
- D12. Personal superannuation contributionsYES/NO
 - Full name of fund: Account no:
 - Fund ABN: Fund TFN:
 - Do you pass the 10% test? YES/NO
 - Have you provided the fund a notice of intention to deduct the contribution?.....YES/NO
 - Has this notice been acknowledged by the fund?.....YES/NO
- D13. Deduction for project poolYES/NO
- D14. Forestry managed investment scheme deductionYES/NO
- D15. Other deductions (please specify)YES/NO
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- L1. Tax losses of earlier income yearsYES/NO

Income tax return checklist continued

Tax offsets/rebates – Please provide evidence

- T1. Are you a senior Australian or a pensioner?.....YES/NO
- T2. Did you receive an Australian superannuation income stream?YES/NO
- T3. Did you make superannuation contributions on behalf of your spouse?YES/NO
- T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces?YES/NO
- T5. Did you have net medical expenses relating to disability aids, attendant care or aged care expenses?YES/NO
Please mention other medical expenses if tax return is for 2015 year or prior
- T6. Did you maintain a dependant who is unable to work due to invalidity or carer obligations?YES/NO
- T7. Are you entitled to claim the landcare and water facility tax offset?YES/NO
- T8. Other non-refundable tax offsets (please specify)YES/NO
- T9. Other refundable tax offsets (please specify)YES/NO

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Income tax return checklist continued

Other relevant information

A. Are you entitled to the Medicare levy exemption or reduction in (eg 457 Visa holder)?YES/NO
(If yes, please specify):

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B. Did you have private health insurance?YES/NO

(If yes, please provide the annual statement received from your health fund)

C. Did you become an Australian tax resident at any time during the financial year?YES/NO

D. Did you cease to be an Australian tax resident at any time during the year?YES/NO

F. Did you make a non-deductible (non-concessional) personal super contribution?YES/NO

G. Do you have a HECS/HELP liability or a student financial supplement loan debt?YES/NO

I. Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company?YES/NO

J. Do you have a loan with a private company or have such a loan amount forgiven?YES/NO
(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):

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K. Did you receive any benefit from an employee share acquisition scheme?.....YES/NO

L. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child?YES/NO

– Did you or your spouse receive FTB through the Department of Human Services?YES/NO

– Number of dependent children? _____

Income tax return checklist continued

N. Spouse details (if applicable)

- Did you have a spouse for the full year from 1 July to 30 June?YES/NO
 - If you had a spouse for only part of the income year, please specify the dates when you had a spouse:
From ____ / ____ / _____ to ____ / ____ / _____
- What was your spouse's taxable income for the income year? \$.....
- Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income.....YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the year?.....YES/NO
- Did your spouse have any reportable fringe benefits amounts for the year?YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the year?YES/NO
- Did your spouse receive any exempt pension income in the year?YES/NO
- Does your spouse have any reportable super contributions for the year?YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*?YES/NO
- Did your spouse receive any 'target foreign income' in the year?.....YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the year?YES/NO
- Did your spouse pay child support during the year?.....YES/NO
- If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the year that included a taxed element that does not exceed their low rate cap?YES/NO

Dated the day of20.....

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Signature of taxpayer

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Name (print)