

INDIVIDUAL TAX RETURN CHECKLIST

INCOME	INFORMATION PROVIDED	N/A
PAYG payment summaries (eg from employers)/ income statements	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (eg employment termination payment)	<input type="checkbox"/>	<input type="checkbox"/>
Partnership distribution statement, including copy of partnership's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Working Trust distribution statement, including copy of trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Documentation re foreign source income, foreign assets or property	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements stating interest earned, including for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Employee share scheme statements	<input type="checkbox"/>	<input type="checkbox"/>
Managed fund annual tax statement and capital gains tax statement	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contract certificates for shares (if any shares were sold) or Crypto Currency	<input type="checkbox"/>	<input type="checkbox"/>

WORK-RELATED DEDUCTIONS	INFORMATION PROVIDED	N/A
Details of depreciable assets bought during the year (eg laptops)	<input type="checkbox"/>	<input type="checkbox"/>
Details and receipts for home office expenses (if not claiming per hour rate - please see attached guidelines)	<input type="checkbox"/>	<input type="checkbox"/>
Journals / log of hours worked at home during the Financial Year (if claiming per hour rate – please see attached guidelines)	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals/trade magazines	<input type="checkbox"/>	<input type="checkbox"/>
Professional memberships/subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for continuing professional development courses and seminars	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for self-education expenses	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle logbook for motor vehicle expenses (if using the logbook method)	<input type="checkbox"/>	<input type="checkbox"/>
Cost and work usage details for mobile phone and internet	<input type="checkbox"/>	<input type="checkbox"/>

OTHER DEDUCTIONS	INFORMATION PROVIDED	N/A
Receipts for donations of \$2 and over to registered charities	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in managing tax affairs (eg tax agent's fees)	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)	<input type="checkbox"/>	<input type="checkbox"/>
Income protection insurance, or sickness and accident premiums	<input type="checkbox"/>	<input type="checkbox"/>
Additional super contributions including the notice of intent to claim from the super fund	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUAL TAX RETURN CHECKLIST

RENTAL PROPERTIES	INFORMATION PROVIDED	N/A
Date when property was purchased, including details of co-ownership if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Period property was rented out during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Agent Statements of income and expenses for the Financial Year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any income not paid through an agent	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred such as water charges, land tax and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Interest and fees paid on loans taken out to buy the property	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed of during the year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any capital works or additions on the property	<input type="checkbox"/>	<input type="checkbox"/>
If the property was disposed of during the income year, information including the purchase and sale documents, solicitor fees, settlement sheets, agents commissions and advertising, etc.	<input type="checkbox"/>	<input type="checkbox"/>
OFFSETS/REBATES	INFORMATION PROVIDED	N/A
Details of any superannuation contributions for spouse	<input type="checkbox"/>	<input type="checkbox"/>
Spouse or Defacto partner's income, date of birth and full name	<input type="checkbox"/>	<input type="checkbox"/>
Details of dependants, including their age, occupation and income	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement	<input type="checkbox"/>	<input type="checkbox"/>
IF OPERATING AS A SOLE TRADER	INFORMATION PROVIDED	N/A
Cashbook, which includes records of drawings taken before the business takings were banked as well as the income and expenses of the business	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements lodged	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG summaries/income statements for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any government grants, rebates or payments received	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
Payments of salaries and superannuation to associates	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software (eg trial balance, profit and loss and balance sheet). Please send us an invite into your accounting software where possible	<input type="checkbox"/>	<input type="checkbox"/>
Statements of all liabilities of the business	<input type="checkbox"/>	<input type="checkbox"/>
Notice of superannuation contributions for self-employed persons including notice of intent to claim from the super fund	<input type="checkbox"/>	<input type="checkbox"/>
OTHER INFORMATION	INFORMATION PROVIDED	N/A
Copies of Instalment Activity Statements lodged	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUAL TAX RETURN CHECKLIST

Working from home deductions

The ATO has made changes to the way that working from home deductions can be claimed by eligible taxpayers for the income year.

If you have genuinely worked from home at any time, you may be eligible to use the ATO's revised fixed-rate (67 cents per hour) method to claim for:

- energy expenses (i.e., electricity and gas) for lighting, heating/cooling, and to run electronic items used for work or business;
- internet expenses;
- mobile and home telephone expenses; and
- stationery and computer consumables (e.g., printing paper and printer cartridges).

Under the revised fixed-rate method, a claim for the above running expenses is calculated at a fixed rate of 67 cents for each hour that you worked from home during the income year.

This is an alternative method to claiming for the above running expenses using the actual method, which would require a separate claim for the work/business portion of each expense.

Claims for deductible running expenses not covered by the revised fixed-rate method (e.g., depreciation of a computer used for work or business) can only be made using the actual method.

What records do you need to keep when using the ATO's revised fixed-rate method?

You will need to keep some receipts, bills or invoices of the running expenses you have incurred in order to verify your claim.

You will also need to keep a **record** (e.g., a timesheet, diary or similar record) of the **number of hours** you worked from home during the year, basically as follows:

From 1 March 2023 – You need to keep a record of the total number of actual hours worked from home. This effectively means that you will need to make a record (e.g., a diary entry) of the number of hours worked from home on each occasion that you worked from home.

We have also attached a sample working from home diary that could be used for this purpose.

If you have worked from home during the income year, please contact our office to discuss your situation further as you are likely to be affected by the above changes.

If you have any further queries in regards to the above, please do not hesitate to contact our office on (02) 4385 3030.

INDIVIDUAL TAX RETURN CHECKLIST

Working From Home Diary

Revised fixed-rate (67 cents per hour) method

Taxpayer's name _____

Tax file number _____

Year ended _____

Date	Start time	End time	Private time	Total time worked	Description of work done
TOTAL					

Signed (taxpayer) Date.....