

## PERSONAL INCOME TAX RETURN CHECKLIST

### Year Ended 30 June 2024

This checklist is designed as a guide for the preparation of your personal income tax return(s). Please complete the items relevant to your circumstances and upload the checklist with your supporting documents to your MYOB portal. We only require summaries of information, not every detailed entry.

After receiving your documentation, we will allocate your work to one of our professional team who will contact you via your Portal either during or upon completion of your work.

To start, if we have not acted for you previously – did a tax agent act for you in the prior year? We are required to advise them we are doing your work this year.

Yes  No

If yes, please provide details of the tax agent.

Tax Agent Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

### PERSONAL INFORMATION

#### 1. Your Details

Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Tax File Number \_\_\_\_\_

Occupation \_\_\_\_\_

#### 2. Your Partner

Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Tax File Number \_\_\_\_\_

Occupation \_\_\_\_\_



## INCOME (cont)

### 9. Disposal of Shares and/or Investments

Please provide a detailed list for any shares or investments sold during the year and per below:

- Purchase date, number of units/shares along with price per unit
- Sale date, number of units/shares sold, along with price per unit and any brokerage fees/expenses incurred

Please also advise if you had any dividend reinvestment plan transactions in relation to all relevant sales.

### 10. Partnership, Trust and Investment Distributions

Please provide an Annual Tax Statement or a summary with the SRN/HIN number for shares held with each company to enable us to download the statement on your behalf.

### 11. Rental Properties

Supply documentation where relevant:

- For a new rental property purchase 
  - o Provide the Purchase Settlement Statement and any other purchase costs (to save for future sale)
  
- For the sale of property during the year 
  - o Provide Sale Settlement Statement and any relevant expenses to enable us to complete a capital gains tax calculation
  
- If using a Property Manager 
  - o Provide an Annual Real Estate Statement showing all rental income and expenses
  - o Provide a summary of any additional expenses you personally paid for, including purchase dates and information of any new assets
  
- If Self-Managing a property 
  - o Provide a detailed summary of all rental income and expenses incurred during the year including:
    - Council Rates and Emergency Services Levy
    - Body Corporate or Strata Levy fees
    - Interest on loan, (Interest only repayments)
    - Insurance (Landlord and/or Home Contents)
    - Repairs and maintenance costs
    - Receipts for any new assets purchased or capital improvements to the property

### 12. Business Activity or Other Income – ABN \_\_\_\_\_

Please provide a summary of income and expenses, including detailed information of any asset purchases made for the purpose of carrying on your business along with Business Activity Statements (BAS) if applicable.

## DEDUCTIONS

### 13. Work Related Motor Vehicle Expenses

I wish to use:  Km's Travelled Method **OR**  Log Book Method

For *Km's Travelled Method* please provide the total travelled and describe the purpose of travel: \_\_\_\_\_

For *Log Book Method*, please provide the information below and a summary of additional expenses for fuel, repairs and maintenance, registration, insurance and finance (interest only)

Make and Model	_____	Registration No	_____
Total km's travelled	_____	Total business km's	_____
Date Purchased	_____	Purchase Price	_____

### 14. Work Related Travel Expenses

Please provide details relevant to expenses incurred by you that have not been reimbursed by your employer, including the purpose of your travel.

### 15. Work Related Uniform, Protective Clothing and Laundry Expenses

Please provide details paid personally by you and if applicable for:

- Uniform purchase and laundering costs of company logo'd workwear
- Protective clothing, which may include Hi-Viz clothing, steel cap boots, sunscreen etc

### 16. Work Related Self-Education Expenses

Please provide details in relation to fees and general expenses incurred by you for any formal that is directly connected to current employment.

### 17. Other Work Related Expenses

These may include:

Professional development small course or conferences attended in person or online, union and professional membership fees, subscription fees, home office expenses that may include details of assets purchased for work related purposes.

#### Working From Home (WFH) Deduction

The ATO have guidelines regarding WFH deductions – see Working from home expenses/Australian Taxation Office (ato.gov.au). Please indicate which method you wish to use, as this determines information you will need to provide to us.

I am claiming WHF and wish to use:  I am not claiming WFH  
 Fixed Rate Method **OR**  Actual Cost Method

If you wish to also claim depreciation and repairs of home office equipment and cleaning of the home office separately from the fixed rate method please provide us with the cost of this:  
\$ \_\_\_\_\_

## DEDUCTIONS (cont)

- 18. Interest and Dividend Expenses**   
Please provide information relating to investment income loans and/or management fees paid.
- 19. Tax Deductible Donations**   
Please provide a summary with name and ABN of the donee organisation(s) and amount donated for us to determine if claimable.
- 20. Cost of Managing Taxation Affairs**   
Fees paid prior to 30 June 2024 for services from a Tax Agent or Financial Advisor  
\$ \_\_\_\_\_.
- 21. Personal Superannuation Contributions**  
Have you made any personal contributions to a superannuation fund? Yes  No   
If yes, attach your fund's Notice of Intent to Claim a Deduction.
- 22. Income Protection Insurance**   
Please attach your Annual Statement to confirm the tax-deductible amount to claim.
- 23. Details of any other deductions you think may be claimable**   
\_\_\_\_\_  
\_\_\_\_\_

## TAX OFFSETS

- 24. Superannuation Contributions made on behalf of a Partner** \$ \_\_\_\_\_

## OTHER INFORMATION

- 25. Did you have a Higher Education Loan Program Account (HELP) or a Financial Supplement Loan Account?** Yes  No   
We will access this information on your behalf and any amount will be applied to your return. If there is an amount to pay, this will be noted in your tax letter from us.
- 26. Partner Information**  
If we do not prepare a taxation return for your partner, please provide a copy of their Notice of Assessment or an income summary including any fringe benefits received.
- 27. Please provide any other details which may be helpful in the completion of your personal income tax return or any queries you may have.**  
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