

2013 Income Tax Return Checklist

To assist us in preparing your tax return, please use this checklist when you compile your information. Completing the checklist can take some time however your efforts will enable us to maximise your deductions & process your return efficiently.

Full Name:	
Address:	
Date of birth:	
Tax file number:	
Contact no:	
Email:	
Bank details for your refund to be deposited into:	

Income

1. Number of PAYG Payment Summaries attached:
2. Number of Employment Termination Payments attached:
3. Did you receive any Interest income during the year? Yes No
4. Did you receive any Dividend income during the year? Yes No
5. Did you dispose of any investments during the year? Yes No
6. Did you receive a Distribution from a Partnership or Trust? Yes No
7. Did you receive any Rental income? Yes No
8. Did you receive any Government payments? Yes No
9. Did you receive any Foreign Income? Yes No

Deductions

10. Did you use your vehicle for work travel during the year? Yes No
 Total work kilometres travelled for the year:

Cents per kilometre method (Max 5,000kms). You can claim vehicle and other travel expenses directly connected with your work but you **can't** claim for normal trips between home and work, which are considered private travel. Where travel has exceeded 5,000kms please include details of all motor vehicle expenses incurred and your business usage percentage (determined via the use of a log book over a continuous period of 12 weeks).

11. Did you incur any work related uniform*, clothing, laundry, tools & equipment?

Details	Cost	Receipts
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

***Note:** This is a uniform, either compulsory or non-compulsory that is unique and distinctive to the organisation for whom you work.

12. Did you have any self-education expenses relating to your job? Yes No

13. Did you incur any other work-related expenses?

Date	Description	Cost
	Professional developments courses	
	Professional memberships & subscriptions	
	Professional journals/trade magazines	
	Home office expenses	
	Depreciable assets bought during year (I.e. Laptop)	
	Income protection insurance premiums	
	Mobile phone expenses	

14. Did you make any donations of \$2 or more?

Recipient	Amount

15. Do you have an outstanding HELP/SFSS debt? Yes No

16. Did you have a spouse during the year? Yes No

Number of days you were together during the year:

Taxable income of spouse (de-facto or married):

17. Did you pay any child support? Yes No

Amount paid:

18. For the whole of the financial year did **you and all of your dependents** have private patient hospital cover? Yes No

If you had private health during the year, please attach your annual statement.

19. Did you have net medical expenses greater than \$2,120 for your family during the year?

Yes No

Please note: This Individual Checklist has only covered the more common items of a tax return. Should you wish to discuss any of the content of the checklist or any other tax or accounting related matter, please do not hesitate to contact our office.