

PERSONAL INCOME TAX RETURN CHECKLIST

Year Ended 30 June 2023

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 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 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?

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)

include:

- 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

DEDUCTIONS (cont)

If Km's travelled please provide the total travelled up to 5000km and describe the purpose of travel: _____

If 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, including the purpose of your travel, for us to confirm which ones are a deductible claim

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 study 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 changed the requirement of calculating WFH deductions – see Page 6 and 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:
\$ _____

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.

DEDUCTIONS (cont)

- 20. **Cost of Managing Taxation Affairs**
 Fees paid prior to 30 June 2023 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

- 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.**



Working from home deduction



To be eligible to claim a deduction for working from home expenses, you must:

- incur additional running expenses as a result of working from home
- be working from home to fulfil your employment duties, not just completing minimal tasks
- keep records at the time you work to prove you incur the cost.

To calculate your working from home expenses, you can use the revised fixed rate method or the actual cost method.

Remember, you can only claim the work-related part of an expense.

Revised fixed rate method

The revised fixed rate method allows you to claim 67 cents per hour you work from home for the expenses listed below.

You no longer require a dedicated home office to use this method.

Expenses included in the revised fixed rate are:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery.

You can't claim a separate deduction for any of the expenses the revised fixed rate includes.

You can claim a separate deduction for:

- the decline in value of assets used while working from home, such as computers and office furniture
- the repairs and maintenance of these assets
- cleaning (only if you have a dedicated home office).

For work from home expenses using the fixed rate method before 2022-23, see ato.gov.au/WFH52cents

Actual cost method

The actual cost method allows you to claim a deduction for the actual expenses you incur as a result of working from home.

You may be able to claim a deduction for each of the expenses you incur, such as:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery
- the decline in value of assets used while working from home, such as computers and office furniture, as well as any maintenance and repairs of these items
- cleaning (only if you have a dedicated home office).

The actual cost method requires detailed calculations and records. For example, you will need to know and have records of the cost per unit of electricity and average units used per hour. If you plan to use this method, see ato.gov.au/home

Working from home deduction (continued)

Record keeping checklist

Check you have the correct records before claiming a working from home deduction.

If you don't have records, don't claim the expense.

- You can use the myDeductions tool in the ATO app to keep track of your expenses and receipts throughout the year.

Revised fixed rate

You will need the following records:

- a record of all the hours you work from home for the entire year (e.g. a timesheet, roster, diary or similar document)
- evidence you paid for the expenses covered by the revised fixed rate method (for example, if you use your phone and electricity when you work from home, keep one bill for each of these expenses). You will also need records for items you claim as a separate deduction.

For the 2022-23 income year

From 1 July 2022 to 28 February 2023, we'll accept a record which represents the total number of hours worked from home (for example a 4 week diary).

From 1 March 2023, a record of all the hours you worked from home is required.

Actual cost method

You will need to keep a record for every expense you claim.

Running expenses

You need the following evidence to show you incur additional running expenses:

- receipts, bills or invoices which show the supplier, amount of the expense, nature of the goods, date it was paid and the date of the document
- evidence of your personal and work-related use of the items or services you buy and use.

You can work out your work-related expenses using records for the entire year or over a 4 week period that represents your work use – for example, using a diary or itemised bill.

Decline in value of assets and equipment

You will need records for depreciating assets, that show:

- when and where you buy the item and its cost
- when you started using the item for a work-related purpose
- how you work out your percentage of work-related use, such as a diary that shows the purpose of and use of the item for work

- either
 - a copy of the Commissioner's determination of effective life you use to work out the decline in value of the item
 - how you work out the effective life if you don't use the Commissioner's determination.
- which method you chose to work out the decline in value.

• This is a general summary only.

For more information, go to ato.gov.au/home or speak to a registered tax professional.

