

## **2021 Individual Income Tax Return Checklist**

We have made it easy to make sure that you don't miss out on any deductions this tax time.  
Please bring with you the following information / documents to your appointment as applicable

### **Salary/Wages Income**

- Are your Income Statement / Payment Summaries showing as "Tax Ready"? If not please contact us to reschedule your appointment.
- Copies of all additional Payment Summaries issued during the year (not including the income already reported through your myGov account).

### **Other Income**

- Bank Interest on most occasions we will already have access to this information through the ATO, however depending on how early in the tax year you come to see us, it may not yet be available for us to see.
- Dividend Statements even for those shares subject to a dividend reinvestment plan.
- Annual tax Statements for Managed Funds usually issued in September or October, so if you have any investments in managed funds you may need to wait until after this date before making your appointment to see us
- Foreign Income.

### **\*Deductions**

- Motor Vehicle
- Work Related Travel
- Work Related Clothing/Uniforms
- Other Work Related Deductions
- Home Office costs/ hours
- Telephone, Computer, Internet costs
- Gifts or Donations to charities
- Income Protection Insurance policy
- Personal Superannuation Contributions
- Self-Education expenses

### **Other Tax Return Items**

- Sole Trader** – income and expenses for the year
- Rental Property** – income and expenses
- Capital Gains Information** – purchase and sale documents in relation to the sale of property, shares and cryptocurrency during the year

***Please also remember that you can only claim deductions for expenses if you have actually spend the money yourself and not if you have been reimbursed by your employer.***

*\*For additional information in relation to the above items, please refer to the second page of this checklist*



## **2021 Individual Income Tax Return Checklist – Additional Information**

### **Deductions**

For most of us this is the most important part of completing your tax return. The ATO have advised tax agents of their focus areas this year and you should ensure that you are able to substantiate your claims especially if you intend to claim these types of expenses.

#### Work Related Car Use

Generally, work related car use can be claimed in circumstances where the use of your vehicle occurs within your work hours and is required by your employer. You may also be able to claim your car use from home to work and return if you are required to carry heavy and bulky tools of trade and there is no safe and secure place at the worksite to store those tools. Please provide details of work related trips including dates and kilometres travelled and/or if you have kept a log book, please bring that with you to your appointment along with your receipts for fuel, insurance, registration and repair costs.

#### Work Related Travel

Depending on the length of your stay and the purpose for your travel, you may be able to claim a portion of your airfares, accommodation and meal costs whilst traveling for work. Please bring with you details of the dates and purpose of travel as well as all applicable receipts so this can be considered when completing your tax return.

#### Work Related Clothing including Laundry

The purchase of a compulsory work uniform, occupation specific clothing or protective clothing is a tax deductible expense as is the cost of laundering such items. The ATO have been on the lookout for claims which include conventional clothing such as jeans, drill trousers which are not tax deductible. On the other hand, Hi-Vis clothing, steel-capped boots, protective gloves and non-slip shoes are generally deductible.

#### Other Work Related Deductions

These include for example union fees, professional seminars, courses, conferences and workshops, technical journals and trade magazines, tools and equipment required for your job, telephone and internet costs. It is important to remember that it is only the work related portion of these costs that is deductible, so in relation to items such as telephone and internet costs, the ATO require you to show how you have identified a particular basis for your claim. This can involve a four week diary/log of your phone or internet use and applying that percentage to those costs. Please ensure that you have receipts for all of these costs.

#### Home Office Expenses

If you are required to work from home, the ATO has provided a shortcut method in order to claim your running costs. This is based on an hourly rate, so please provide us with a record of your hours worked from home so that we can include this in your tax return.

#### Gifts or Donations

Please provide us with your tax deductible gift receipts so that these can be included in your tax return. Please note that if you receive something in return for your donation (for example a raffle ticket or a badge or even attend a charity dinner) the donation is not tax deductible.

#### Personal Superannuation Contributions

If you made a personal contribution to your superannuation fund during the year you will need to advise the fund of your "Intent to Claim a Deduction". Once this has been processed by your fund, they will issue a confirmation notice to you confirming the deduction. Please bring this notice with you to your appointment.