

## 2013 individual income tax return checklist

<b>Full Name</b>	
<b>Tax File Number</b>	
<b>Date of birth</b>	
<b>ABN (if applicable)</b>	
<b>Address</b>	
<b>Address (postal)</b> (Put 'as above' if the same)	
<b>Telephone contacts</b>	<b>Mobile:</b>
	<b>Business Hours (work):</b>
	<b>After Hours (home):</b>
<b>Email</b>	
<b>Bank account details</b>	<b>Name of account:</b>
	<b>BSB:</b>
	<b>Account number:</b>

Please circle **YES** or **NO** for each of the items listed below and provide relevant details (if known) were prompted.

**Income tax return checklist continued**

## INCOME – Please provide evidence

1. Salary or wages ..... YES/NO
2. Allowances, earnings, tips, director's fees etc ..... YES/NO
3. Employer lump sum payments ..... YES/NO
4. Employment termination payments ..... YES/NO
5. Australian Government allowances and payments like Newstart, youth allowance and  
austudy payment ..... YES/NO
6. Australian Government pensions and allowances ..... YES/NO
7. Australian annuities and superannuation income streams ..... YES/NO
8. Australian superannuation lump sum payments ..... YES/NO
9. Attributed personal services income ..... YES/NO
10. Gross Interest ..... YES/NO
11. Dividends ..... YES/NO
12. Employee share schemes ..... YES/NO
13. Distributions from partnerships and/or trusts ..... YES/NO
14. Personal services income (PSI) ..... YES/NO
15. Net income or loss from business (as a sole trader) ..... YES/NO
16. Deferred non-commercial business losses ..... YES/NO
17. Net farm management deposits or repayments ..... YES/NO
18. Capital gains ..... YES/NO
19. Foreign entities:
  - Direct or indirect interests in a controlled foreign company ..... YES/NO
  - Transfer of property or services to a non-resident trust ..... YES/NO
20. Foreign source income (including foreign pensions) and foreign assets or property ..... YES/NO
21. Rent ..... YES/NO
22. Bonuses from life insurance companies or friendly societies ..... YES/NO
23. Forestry managed investment scheme income ..... YES/NO
24. Other income (please specify below) ..... YES/NO

# DEDUCTIONS – Please provide evidence

## D1. Work related car expenses

- cents per kilometre method (up to a maximum of 5,000 kms) ..... YES/NO
- log book method ..... YES/NO
- one-third of actual expenses method ..... YES/NO
- 12% of actual cost method ..... YES/NO

## D2. Work related travel expenses

Employee domestic travel with reasonable allowance ..... YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? ..... YES/NO

Overseas travel with reasonable allowance ..... YES/NO

- Do you have receipts for accommodation expenses? ..... YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary) .. YES/NO

Employee without a reasonable travel allowance ..... YES/NO

- Did you incur and have receipts for airfares? ..... YES/NO
- Did you incur and have receipts for accommodation? ..... YES/NO
- Do you have receipts for hire cars (if applicable)? ..... YES/NO
- Did you incur and have receipts for meals and incidental expenses? ..... YES/NO
- Do you have any other travel expenses? ..... YES/NO

Other work-related travel expenses (e.g., a borrowed car) ..... YES/NO  
*(please specify)*

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## D3. Work related uniform and other clothing expenses

Protective clothing ..... YES/NO

Occupation specific clothing ..... YES/NO

Non-compulsory uniform ..... YES/NO

Compulsory uniform ..... YES/NO

Conventional clothing ..... YES/NO

Laundry expenses (up to \$150 without receipts) ..... YES/NO

Dry cleaning expenses ..... YES/NO

Other claims such as mending/repairs, etc (please specify) ..... YES/NO

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**Income tax return checklist continued**

D4. Work related self-education expenses

Course taken at educational institution:

- union fees ..... YES/NO
- course fees ..... YES/NO
- books, stationery ..... YES/NO
- depreciation ..... YES/NO
- travel ..... YES/NO
- other (please specify) ..... YES/NO
- .....

D5. Other work related expenses

- Home office expenses ..... YES/NO
- Computer and software ..... YES/NO
- Telephone/mobile phone ..... YES/NO
- Tools and equipment ..... YES/NO
- Subscriptions and union fees ..... YES/NO
- Journals/periodicals ..... YES/NO
- Depreciation ..... YES/NO
- Sun protection products (i.e., sunscreen and sunglasses) ..... YES/NO
- Seminars and courses not at an educational institution:
  - course fees ..... YES/NO
  - travel ..... YES/NO
  - other (please specify) ..... YES/NO
- Any other work related deductions (please specify) ..... YES/NO
- .....

Other types of deductions

- D6. Low value pool deduction. .... YES/NO
- D7. Interest deductions ..... YES/NO
- D8. Dividend deductions ..... YES/NO
- D9. Gifts or donations ..... YES/NO
- D10. Cost of managing tax affairs ..... YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity ..... YES/NO



**Income tax return checklist continued**

Other types of deductions (continued)

D12. Personal superannuation contributions ..... YES/NO

Full name of fund: ..... Account no: .....

Fund ABN: ..... Fund TFN: .....

Do you pass the 10% test? ..... YES/NO

Have you provided the fund a notice of intention to deduct the contribution? ..... YES/NO

Has this notice been acknowledged by the fund? ..... YES/NO

D13. Deduction for project pool ..... YES/NO

D14. Forestry managed investment scheme deduction ..... YES/NO

D15. Other deductions (please specify) ..... YES/NO

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L1. Tax losses of earlier income years ..... YES/NO



## Tax offsets/rebates – Please provide evidence

- T1. Do you have a dependent spouse born on or before 30 June 1952?.....YES/NO
- T2. Are you a senior Australian or pensioner?..... YES/NO
- T3. Did you receive an Australian superannuation income stream? ..... YES/NO
- T4. Did you make superannuation contributions on behalf of your spouse? ..... YES/NO
- T5. Did you live in a remote area of Australia or serve overseas with the Australian  
defence force or the UN armed forces in 2013? ..... YES/NO
- T6. Did you have net medical expenses over \$2,120 in 2013?..... YES/NO
- T7. Did you maintain an invalid or carer dependant including your spouse, parent,  
Parent-in-law, your or your spouse's child, brother or sister aged over 16 years old? ..... YES/NO
- T8. Are you entitled to claim the landcare and water facility tax offset? ..... YES/NO
- T9. Are you a mature age worker born before 1 July 1957 with  
'net income from working' of less than \$63,000?..... YES/NO
- T10. Other non-refundable tax offsets (please specify)..... YES/NO  
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- T11. Other refundable tax offsets (please specify) ..... YES/NO  
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## Other relevant information

### Medicare levy and Medicare levy surcharge

M1. Are you entitled to the Medicare levy exemption or reduction in 2013? ..... YES/NO  
(If yes, please specify):

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M2. For the entire 2013 income year, were you and all of your dependants  
(including your spouse) covered by the appropriate private health insurance hospital cover? .. YES/NO

### Private health insurance policy details

Do you have the details of your private health insurance policy details ..... YES/NO

*If YES – please provide details below – which can be obtained from your private health insurance statement*

Health insurance ID .....

Membership Number .....

Share of premiums paid in the financial year (**label J** on your statement).....

Share of government rebate received (**label K** on your statement).....

Benefit code (**label L** on your statement).....

### Adjustments

A1: Were you under the age of 18 on 30 June 2013? ..... YES/NO

A2: Did you become an Australian tax resident at any time during the 2013 income year? ..... YES/NO

A2: Did you cease to be an Australian tax resident at any time during the 2013 income year? .. YES/NO

A3: Did you make a non-deductible (non-concessional) personal super contribution in 2013? .. YES/NO

A4: Did a trust or company distribute income to you in respect of which family trust  
Distribution tax was paid by the trust or company? ..... YES/NO

C1: Did you pay any tax within 14 days before the due date (e.g., HECS/HELP)? ..... YES/NO

### Income tests information

IT1: Do you have any total reportable fringe benefits amounts in 2013? ..... YES/NO

IT2: Do you have any reportable employer superannuation contributions in 2013?..... YES/NO

IT3: Did you receive any tax-free government pensions in 2013?..... YES/NO

IT4: Did you receive any target foreign income in 2013?..... YES/NO

IT5: Did you have a net financial investment loss in 2013?..... YES/NO

IT6: Did you have a net rental property loss in 2013?..... YES/NO

IT7: Did you pay child support in 2013?..... YES/NO

IT8: Do you have dependent children in 2013? ..... YES/NO

If yes, how many? .....

**Income tax return checklist continued**

**Spouse details – married or *de facto* (including same sex)**

1. Did you have a spouse for the full year from 1 July 2012 to 30 June 2013? .....YES/NO
  - If you had a spouse for only part of the income year, please specify the dates between 1 July 2012 to 30 June 2013 when you had a spouse:  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
2. Did your spouse die during the 2013 income tax year? .....YES/NO
3. What is your spouse's name and date of birth? (If you had more than one spouse during 2013, provide the name of your spouse on 30 June 2013 or your last spouse)  
**Name:** .....  
**DOB:** .....
4. Did your spouse (named above) have taxable income for the 2013 income year? .....YES/NO  
If yes, what was the amount? \$.....
5. Did your spouse have a share of trust income on which the trustee is assessed under S.98 of the ITAA36 not included in your spouse's taxable income for 2013 .....YES/NO  
If yes, what was the amount? \$.....
6. Did a trust/company distribute income to your spouse in 2013 in respect of which family trust distribution tax was paid by the trust/company?.....YES/NO  
If yes, what was the amount? \$.....
7. Did your spouse have reportable fringe benefits amounts for the 2013 income year?.....YES/NO  
If yes, what was the amount? \$.....
8. Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2013 income year?.....YES/NO  
If yes, what was the amount? \$.....
9. Did your spouse receive any exempt pension income in the 2013 income year? .....YES/NO  
If yes, what was the amount? \$.....
10. Does your spouse have any reportable super contributions for the 2013 income year?.....YES/NO  
If yes, what was the amount? \$.....
11. Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*?.....YES/NO  
If yes, what was the amount? \$.....
12. Did your spouse receive any 'target foreign income' in the 2013 income year? .....YES/NO  
If yes, what was the amount? \$.....
13. Did your spouse have a total net investment loss (i.e., the financial investment loss/rental property loss) for 2013 .....YES/NO  
If yes, what was the amount? \$.....



**Income tax return checklist continued**

14. Did your spouse pay child support during 2013.....YES/NO

If yes, what was the amount? \$.....

15. If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2013 income year which included a taxed element that does not exceed their low rate cap?.....YES/NO

If yes, what was the amount? \$.....

**Other**

1. Do you have a HECS/HELP liability or a student financial supplement loan debt? ..... YES/NO

2. Do you have a loan with a private company or have such a loan amount forgiven? ..... YES/NO  
*(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):*

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3. Did you make a gain or loss from financial arrangements and wish to apply the TOFA rules to bring them into account for tax purposes in the 2013 income tax year ..... YES/NO

4. Did you receive any benefit from an employee share acquisition scheme? ..... YES/NO

5. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child in 2013?..... YES/NO

– Did you or your spouse receive FTB through the Department of Human Services in 2013? YES/NO

Dated the ..... day of .....20.....

.....  
**Signature of taxpayer**

.....  
**Name (print)**

