



Once completed please send your information via;

Email admin@accountingbuddy.com.au
 Address Suite 1 / 6 Metro Parade,
 MAWSON LAKES, SA 5095

INCOME TAX RETURN CHECKLIST

PERSONAL DETAILS

Home Address

Email Address

Provide bank details if want your refund paid directly into your bank account

Account name: _____
 BSB: _____
 Account number: _____

Postal Address (if different to Home Address)

Occupation

New Clients - Please supply
 : Valid & Current Photo ID - ATO requirement
 : Copies of prior 2 year returns
 : TFN & DOB complete on Tax agent authority

INCOME

Wages and Salaries (Payment Summary(s))

Termination Payments (ETP)
 : payment summary(s)
 : statement of termination payment(s)

Centrelink/Austudy Allowance Payment Summary

Pension Statement

Australian Annuities & Super Income Stream
 : deductible amount/rebate

Interest Income
 : bank Statements/passbooks

Dividend and Trust Income
 : dividend statements
 : annual tax statements for investment trusts

Business Income & Expenses
 (refer to the Small Business Checklist)

Capital Gains Tax
 : disposal of assets acquired after 19/9/85
 : date bought, sold, original cost, sale price

Foreign Income & Foreign Tax Paid
 : annual tax statements for foreign income

Rental Property
 (refer to Rental Property Checklist)

Life Insurance Bonuses Received

Forestry Managed Investment Scheme Income

Income Tests
 The following information will be required (if applicable)
 : reportable fringe benefits (per PAYG summary)
 : reportable super contributions (per PAYG summary)
 : tax-free government pensions
 : details of "target foreign income" (amounts received from sources outside of Australia, including gifts or amounts received on a regular basis from family/friends)
 : amount of child support you paid during the year

Any Other Income (provide details)

DEDUCTIONS

Motor Vehicle Expenses Under 5,000 kms
 : business kilometres
 : engine capacity (cc or litres)

Motor Vehicle Expenses Over 5,000 kms
 : cost price of the vehicle
 : date purchased
 : fuel, repairs & maintenance, registration, insurance, lease payments & other expenses
 (note: maintaining a log book over 12 weeks may maximise your claim)

Other Travel Expenses
 : airfares, taxi, car hire, meals and accommodation

Work Related Expenses
 : uniforms, protective clothing & laundry
 : seminars, subscriptions & union fees
 : home office expenses
 : professional books, journals & magazines
 : tools, computer supplies, postage & stationery
 : sun protection products

Self Education Expenses
 : books, stationary, course fees
 : travel expenses to and from courses

Sickness/ Accident/ Disability Insurance

Interest & Dividend Deductions
 : bank fees/ interest paid
 : fees for investment advice

Donations to Charities
 : receipts for donations over \$2
 : exclude raffle tickets
 : contributions to political parties

Pension/Annuity Deductible Amount

Tax Agent Fees

Forestry Managed Investment Scheme Deductions

Deductible personal superannuation contributions

Any Other Deductions (give details)

please ensure your information for deductions is GST inc

OFFSETS & OTHER REBATES

HELP Statement (formerly HECS)/ Student Financial Supplement Scheme Loan (SFSS) Statement

Did you become a tax resident/cease to be a tax resident : when? Income earned before/after this date?

Did you cease full time study? : when? Income earned before/after this date?

Medicare Exemption/Reduction?
: low income individuals or families
: sickness beneficiaries/blind pensioners
: defence force members
: non-residents

Consolidated Dependent (invalid and carer) Offset
: dependent spouse born before 1 July 1952 may be eligible for the former Dependant Spouse Tax Offset rather than the new offset
: must reside in Australia and be a dependant maintained by the taxpayer

Other Information (provide details)

Did you have Net Medical Expenses over \$2,218 in 2015? You must have previously claimed this in 2013 & 2014 FY.
: Yes - tax offset for medical expenses net of payment from Medicare and private health funds

Private Health Insurance Offset
: private health insurance statement
: other health insurance details

Note: if you do not have private health insurance hospital cover then the additional 1% Medicare Levy Surcharge may apply

Superannuation Co-Contribution
The ATO will calculate your entitlement to the governments superannuation co-contribution up to a maximum of \$500 using information contained in your tax return. Please provide us with details of any personal superannuation contributions that you have made during the year that will not be claimed as a tax deduction

SUBSTANTIATION OF CLAIMS

Written evidence is required to be kept if claims for work related expenses exceeding \$300. However small claims up to \$200 in total may be recorded in a diary. No written evidence is required for work related expenses under \$300, but reasonable estimates as to how you arrived at your claim is required.

Laundry expenses under \$150, receipts not required, however diary or calculation of claim required.
A claim over \$150 needs to be substantiated in full (not just the portion over \$150)

Travel diaries are required to be kept for all overseas and domestic travel of 6 nights or more in a row where no travel allowance is received or when your claim exceeds the reasonable travel allowance amount. Travel diaries are required for overseas travel only of 6 nights or more in a row where a travel allowance is received and your claim is less than the reasonable travel allowance amount

Maintaining a log book may maximise your claim if your vehicle is used substantially for business.

OTHER ITEMS TO ASK ABOUT

- Salary packaging - how can I benefit?
- Finance - for the house, car, boat, business - can I save money?
- Home loans - can I get a tax deduction?
- Investment - property, shares, other tax aspects
- Starting a business - what help is available
- Buying or selling a business - what to look out for
- Retirement/superannuation planning - can I afford to retire?

