



CHECKLIST OF INFORMATION FOR INDIVIDUAL TAX RETURN

For year ended 30th June 2023

Personal Details: Please fill in the boxes below.

Full Name

Address

Contact Number

Please answer **ALL** questions:

YES	NO
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1) Income

1.1) Did you receive any Salary or Wages?

What was your job title/role at the employer you earned the most income?

1.2) Did you receive any other Employment income?

(includes directors' fees, commissions, employer lump sum payments etc.)
If yes please provide all relevant documentation.

1.3) Did you receive any Termination Payments?

If yes please provide all relevant documentation e.g. if you received a lump sum termination provide Employer Termination Statement (ETP Statement)

1.4) Did you have any bank accounts earning interest?

If yes please provide a copy of bank statement(s) showing total interest earned for the financial year.

1.5) Did you own any shares which paid dividends during the year?

If yes please provide copies of dividend statements including if you are in a dividend reinvestment plan (DRP).

1.6) Did you own any units or have a share in any Trusts and/or Partnerships?

(examples of Trusts include: BT funds, Merrill Lynch, AXA etc.)

If yes please provide the Annual Tax Statement and/or any other relevant documentation.

1.7) Did you sell any assets such as shares or property which were acquired after 20 September 1985?

If yes please provide documentation of when it was purchased and the cost, and documentation of the sale and funds received.

1.8) Did you own a Rental Property?

If yes, please attach details of the rent received and all expenses in their separate categories. For property acquired after 1st July 2022, please supply



settlement sheets and purchase documents, and depreciation report prepared by a quantity surveyor.

1.11) **Did you earn any income from a business activity you conducted during the year?** If yes please provide details of all income and expenses related to that business activity.

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1.12) **Did you receive any other income?** (Any income you received during the Financial year which doesn't fit into any of the above categories eg. Government pensions & allowances, superannuation income streams etc.) If yes please provide all relevant documentation.

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Please answer **ALL** questions:

YES	NO
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2) Deductions

Please note the Tax Office has strict rules on substantiation requirements. Therefore you need to ensure you are able to substantiate all claims, even if less than \$300. If you are unsure about the substantiation requirements of your deductions please contact your client manager for further information.

2.1) **Motor Vehicle: Did you use your own car for business / work purposes?**

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If yes then please provide one of the following:-

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)

Please provide documentation of all expenses you incurred over the financial year including fuel, repairs/maintenance, registration, insurance etc. If you purchased a new vehicle during the year, provide a copy of the tax invoice. If you have a loan for the vehicle please provide the finance documents that detail the amount of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract. If you had a lease for your vehicle please provide documentation that details the total lease payments paid during the year.

Kilometres Method: If you haven't kept a log book but use your car for work please provide details of how many kilometres you have travelled for work during the financial year (the maximum you can claim is 5,000 kilometres).

2.2) **Work Uniform:** Do you have to wear a logo uniform or protective clothing?

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If yes, please provide relevant receipts/tax invoices for out-of-pocket expenses for new items purchased during the financial year.

2.4) **Home Office Expenses:** Did you work from home from 1 July 2022 to 30 June 2023? If yes, please provide the number of hours you worked from home during the year. Please note, you will need the following records:

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- 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).
- From 1 July 2022 to 28 February 2023, the ATO will 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.



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- 2.5) **Other Work Related Deductions:** Were you out of pocket for any costs that were directly related to your job? (e.g. diary/stationery/work materials, union fees/professional bodies, seminar costs/self-education expenses). If yes please provide all relevant receipts/tax invoices
- 2.6) **Other Tax-Deductible Expenses:** Did you incur any other expenses that you believe may be tax deductible? (e.g donations/school building fund, sickness & accident insurance/income protection, tax agent fees). If yes please provide all relevant receipts/tax invoices.
- 2.7) **HECS/HELP Debt:** Have you attended University or another education institution (now or in the past) and do you have a HECS/HELP debt?

Please answer **ALL** questions:

YES	NO
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3) Rebates

- 3.1) **Private Health Insurance:** Do you have Private Health Insurance? If yes please provide a copy of your Private Health Insurance Tax statement for the financial year.

3.2) Spouse & Dependent Children:

- 3.2.1) **Did you have a spouse for the full financial year?**

A spouse is another person you were in a relationship with that was registered under law or you lived with on a genuine domestic basis. If no, advise dates you did have a spouse (If any)

- 3.2.2) **Is your spouse dependant (earns less than \$6,000)?**

- 3.2.3) **Does your spouse receive any benefits from Centrelink?**
If yes, provide any relevant documentation detailing the benefits received.

- 3.2.4) **Did you have any dependent Children at the 30th June 2022?**
A dependent child is your child who is either under 21 years old or 21-24 years old and a full time student and you have contributed to their maintenance.

If yes, please complete the table below for all dependent children.

Child's Full Name	Child's Date of Birth

- 3.3) **Superannuation:**
- 3.3.1) **Have you made any personal contributions to your super fund?**
If yes please provide documentation of contributions you made to your superannuation fund during the financial year and the s290-170 "Notice of Intent to Claim a Deduction" form which you should have received from your Superannuation Fund at the end of the Financial Year.



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3.3.2) **Have you made superannuation contributions on behalf of your spouse?**

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If yes please provide details of contributions.

3.4) **Medical Expenses:** Were you out of pocket for disability aids, attendant care or aged care.

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If yes, please provide all relevant documentation such as receipts, tax invoices, Medicare statements etc.

3.5) **OTHER:** Is there any other information which you are unsure of, or which you would like us to be aware of?

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If yes please provide any relevant documentation or details of this information.

4) Bank Account Details

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Please provide details of bank account you want tax refund paid into
(as ATO no longer issue refund cheques)

BSB _____ **Account No.** _____

Account Name: _____