

## 2021 Individual Tax Return Checklist

Income	✓
PAYG summaries from employers, (Note with the introduction of STP, employers will not issue a Income Statement in paper form, this will however be available to us via a direct download from the ATO)	
Lump sum payments (e.g. Employment termination payment)	
Taxable Australian Government Allowances (e.g. Newstart, youth, parenting payment)	
Taxable Australian Government Pensions (e.g. Age pension, carer payment)	
Managed funds - Annual tax and capital gains tax statement ( <b>issued from mid August</b> )	
Partnership distribution statement	
Dividend statement (payments / statements usually issued 2 times a year)	
Interest earned from bank accounts and term deposits	
Capital Gains – Buy / sell contracts for shares other assets if sold this financial year including Crypto currency	

Work-related Deductions	✓
Motor Vehicle details if you are using your personal vehicle for work purposes 1- Kilometres you have travel for work purposes for the year or 2- Copy of log book plus all associated vehicle expense for the year	
Work related travel costs (eg tolls, parking, domestic / international travel)	
Clothing for work - if you require a logoed uniform or protective clothing	
Details of depreciable assets bought during the year (e.g. laptops / large tools)	
Self-education costs for continuing professional development courses and seminars	
Professional journals / magazines	
Professional memberships / subscriptions / union fees	
Tools that you used for work purposes	
Working from home due to Covid	
Business use of personal phones / home internet	



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Other Deductions	✓
Receipts for donations of \$2 and over to registered charities	
Expenditure incurred in managing tax affairs (eg tax agent's fees)	
Personal superannuation contributions made, <b>together</b> with a notice of intent to claim form	
Expenditure incurred in earning investment income (eg interest)	
Income protection insurance premiums	

Rental Properties (see our rental property template on our website)	✓
Annual statement from property agent (if engaging the services of an agent)	
Records detailing rental income (if not engaging the services of an agent)	
Details of depreciable assets bought or disposed during the year (eg renovations / hot water units)	
Quantity surveyors report for each rental property	
Expenses incurred, which are not detailed on the property agent annual statement, such as: water charges, council rates, repairs, land tax, body corporate and insurance premiums.	
Loan statements for property showing interest paid for the income year	
If property is held by more than one individual, provide details of owners and their legal ownership percentage	
If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property	
Did you rent out under an AirBnB or the like arrangement	

Offsets / Rebates	✓
Details of any superannuation contributions for spouse	
If you live in a remote area or served in forces overseas	



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Other Information	✓
You <b>MUST</b> supply Banking details for any refunds to be directly deposited into by the ATO	
Details of any employee share scheme	
Foreign Income / Assets to be disclosed (eg interest / rent from overseas bank accounts and property)	
Are you a working holiday maker in Australia on a 417 or 462 working holiday visa	
Any other information that you think may be relevant	

Sole Trader Business (See our sole trader template on our website)	✓
Access to bookkeeping records either electronic or in cashbook form, including records of drawings taken before the business takings were banked	
Copies of Business Activity Statements lodged	
Copies of PAYG summaries for employees	
Details of any Government grants, rebates or payments received	
Details of superannuation contributions for employees	
Details of any assets purchased, including date of purchase and amount	
Payments you made for personal superannuation contributions	
Payments of salaries and superannuation to associates	

Don't forget Siragusa Accounting Group can also assist you with	✓
Bring all outstanding prior year returns up to date	✓
Review of your home loan and investment loans for best structure and rate	✓
Business structure and development advice	✓

