SIRAGUSA
ACCOUNTANTS & ADVISERS

Individual Tax Return Checklist

Income	✔	Amount
PAYG summaries from employers – with STP you can check MyGov to ensure your Payment Summary is **finalised** – if it is unfinalised enquire with your payroll officer		
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 (issued from mid August)		
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	✔	Amount
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 For more information, look at our Motor Vehicle Specific Guide on our website		
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 - diary evidence of hours worked		
Business use of personal phones / home internet		

Other Deductions	✔	Amount
Receipts for donations of $2 and over to registered charities (Raffle tickets to not qualify)		
Expenditure incurred in managing tax affairs (eg tax agent's fees)		
Personal superannuation contributions made, together with a notice of intent to claim form		
Expenditure incurred in earning investment income (eg interest)		
Income protection insurance premiums, paid personally.		

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Rental Properties (see our rental property template on our website)	✔	Amount
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	✔	Amount
Details of any superannuation contributions for spouse		
If you live in a remote area or served in forces overseas		

Other Information	✔	Amount
You MUST 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)	✔	Amount
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 business improvement advice