

2016 Personal Tax Return Checklist				Office Use Only - Queries & To Do Items					
Name				<input type="checkbox"/> Before Commencing, Download ATO Pre-Filling Report					
Address				<input type="checkbox"/>					
				<input type="checkbox"/>					
DOB	/	/	TFN	<input type="checkbox"/>					
Tel Home			Tel Mob	<input type="checkbox"/>					
Email				<input type="checkbox"/>					
Occupation				<input type="checkbox"/>					
BSB (if refund)			Acct No	<input type="checkbox"/>					
Acct Name				<input type="checkbox"/>					
Income Checklist to be Completed by Client				Deductions					
Please indicate income received				Yes	No	D1 Work Related Car Expenses		Yes	No
Salary or wages including insurance for lost wages						Rate per Km	Reas. est up to 5,000 kms per car		
Allowances, earnings, tips, director's fees etc						Log Book	Log book valid for 5 years only		
Employment termination payments									
Australian Government allowances									
Australian Government pensions									
Annuities and superannuation income streams									
Superannuation lump sum payments									
Interest received or reinvested									
Dividends received or reinvested						D2 Work Related Travel Expenses		Yes	No
Discount(s) on employee shares or rights						(a) <u>Domestic</u> travel & <u>reasonable allowance</u>			
Income from partnerships or trusts						Claim greater than reasonable allowance?			
Income from managed funds (investments)						If yes, has receipts for all deductions claimed			
Income from your own business						(b) <u>Overseas</u> travel & <u>reasonable allowance</u>			
Deferred losses from your business (new clients only)						Has receipts for accommodation (must have)			
Net farm management deposits or repayments						Claim greater than reasonable allowance?			
Sale of assets (shares, property, etc)						If yes, has receipts for all deductions claimed			
Foreign income (including pensions)						(c) <u>No allowance</u> or <u>not reasonable</u> & has receipts			
Rental income						(d) Travel for <u>6 or more nights in a row</u>			
Life insurance company or friendly society bonuses						Has a travel diary (unless domestic travel and claiming less than the reasonable amount)			
Forestry managed investment scheme income						(e) Taxis			
Other income not shown above (show details below)						(f) Parking & tolls			
						(g) Train & bus fares			
						D3 Work Related Clothing		Yes	No
						Protective clothing & footwear			
						Occupation-specific clothing			
						Compulsory uniform			
						Non-compulsory uniform regd with AusIndustry			
						Home laundry (max \$150 without receipts)			
						Dry cleaning			
						Repairs and/or alterations to uniforms			
STOP! We will complete the remaining questions.									
Please sign & date below									
X _____				/	/				
<i>Client Signature</i>				<i>Date</i>					

Deductions Continued			Tax Offsets		Yes	No			
D4 Self-education Expenses (formal qualifications)			Yes	No	T1	Seniors & Pensioners			
Course Name					T2	Australian superannuation income stream			
Location					T3	Spouse superannuation contributions			
Nexus with current work activities satisfied					T4	Live in remote zone/serve in overseas forces			
Student union fees					T5	Net medical expenses (over \$2,265 or \$5,343)			
Course fees (not HECS-HELP, HELP or SFSS)					Commencing with the 2016 return, this offset can now only be claimed by taxpayers with net expenses for disability aids, attendant care or aged care.				
Tuition fees (FEE-HELP, VET FEE-HELP, OS-HELP)					T6	Invalid & invalid carer			
Textbooks					T7	Landcare and water facility			
Stationery					T8	Other non-refundable tax offsets			
Home office & decline in value of computer	___	Hrs			T9	Other refundable tax offsets			
Travel to and from place of education	___	Kms							
D5 Other Work Related Expenses			Yes	No					
Computer expenses and software									
Depreciation of computers & other equipment					Other Information			Yes	No
Home office (45c/hr - heating, cooling, lighting & furn depn)					Paid prior year tax 14 days before due (claim int)				
Internet access					Rental property & land tax paid (if applic)				
Overtime meals (max \$28.80 per meal without receipts)					Building worker certificate of service (if applic)				
Postage					Number of dependant children				
Reference books, technical magazines & journals					Private Health Insurance Held – get annual statement				
Safety Equipment (hard hats, safety glasses & sunscreen)					If not covered – does family income exceed threshold				
Seminars, courses, conferences & workshops					If covered – is the whole family covered				
Stationery					A1 - Under 18 years of age at 30/06/2016				
Subscriptions					A2 - Became or ceased being a resident				
Telephone – home					HELP debt \$	SFSS debt \$			
Telephone – mobile					PAYG Instalment Credits			\$	
Tools and equipment					Tax-free government pensions (for income tests)			\$	
Union fees					Child support paid (for income tests)			\$	
					Spouse Details (if we are not preparing that return)				
					Name:		Date of Birth / /		
					Dependant from	/ /	Dependant to	/ /	
Other Deductions			Yes	No	Taxable Income		Reportable FBs		
D6	Low value pool deductions				Govt Pensions Item 6		Exempt Pensions		
D7	Interest deductions				Net Invest. Loss		Child Support Paid		
D8	Dividend deductions				Reportable Super		Target Foreign Inc		
D9	Gifts or donations				Comments				
D10	Cost of managing tax affairs including GIC								
D11	Deductible amount for foreign pensions								
D12	Personal superannuation contributions								
D13	Project pool deductions								
D14	Forestry managed investment schemes								
D15	Other (incl income protection insur, net psi loss)								
L1	Losses from earlier income years				_____ <i>Preparer's Signature</i>			/ / <i>Date</i>	