

2011 INCOME TAX RETURN CHECKLIST – FOR INDIVIDUALS

PLEASE PROVIDE ALL RELEVANT DETAILS TO OUR OFFICE

PERSONAL DETAILS

- Contact Details Changed?**
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.....
- Email Address?**
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- Occupation?**
.....
- Electronic Funds Transfer of Your Refund?**
 - Bank BSB No.....
 - Bank Account No.....
 - Account Name.....

INCOME

- PAYG Summary(s)**
- Termination Payment(s)**
 - group certificates
 - statement of termination payment
- Centrelink Payment Summary(s)**
eg Newstart/Youth Allowance/Parenting Pay't
- Centrelink/Veteran Affairs Pension Statement**
- Other Pension or Annuity Income**
 - deductible amount/rebate?
- Interest Income**
 - Tax File Number tax deducted?
 - bank statements/passbooks
 - bank fees/FID/debits tax
- Dividend and Trust Income**
 - particularly dividend notices and year end tax statement for trusts, Tax Pd/withheld.
- Personal Services Income**
 - information on all income and expenses, amounts paid to associated persons?
Attributed PSI
- Capital Gains Tax**
 - disposal of assets acquired after 19/9/85, dates bought and sold, cost and sale price?
- Foreign Income/Pensions and Foreign Tax Paid**
- Business Income and Expenses**
 - eg cash books, cheque butts, deposit books, bank statements, amounts payable, stock, income owing, assets bought or sold

- Rental Property**
 - income and expenses, date first rented, weeks rented, interest paid, repairs, insurance, rates, depreciation, borrowing costs, advertising, travel, improvements, bank fees, settlement statement, loan statements.
- Other income (give details please)**
- Exempt Income**

DEDUCTIONS

- Motor Vehicle Expenses set rate per km**
 - Business Kilometres Travelled
 - Engine Capacity
 - Registration Number
- Motor Vehicle Expenses - log book/12%/1/3 method**
 - Vehicle Cost, Date Purchased/Trade In
 - Lease/Finance/Purchase Contract
 - Odometer Reading (Start & End of FY)
 - Registration Number
 - Fuel, Repairs, Registration, Insurance, Other Expenses

NOTE - A logbook kept for 12 weeks will maximise your claim

- Other Travel Expenses**
 - Air Fares/Accommodation and Meals
 - Taxis/Car Hire
 - Expenses for other types of vehicle eg Utilities/Motor Cycles
- Self-Education Expenses**
 - Books, Stationery, Course Fees, Union Fees
 - Km travelled to Courses
- Work Related Expenses include:**
 - Uniforms/Protective Clothing/Laundry
 - Subscriptions/Union Fees
 - Computers/Tools and Equipment
 - Home Office/Number of Hours
 - Local Telephone Calls Business
 - Highlighted Mobile/STD calls
 - Books/Journals/Magazines
 - Stationery/Postage
 - Parking
 - Sun Protection Items
 - Income Protection Insurance
- Interest and Dividend Deductions**
 - Bank Fees/Interest Paid
 - Investment Magazines
 - Fees for Investment Advice
 - Loan Statements

DEDUCTIONS (continued)

- **Donations to Charities**
 - exclude raffle tickets, items purchased
- **Pension/Annuity Deductible Amount**
- **Tax Agent Fees**
 - Km travelled to agent, GIC Paid
- **Superannuation Contributions**

Details of any contributions made by individuals
Self-Employed may be able to claim a deduction

REBATES/OTHER MATTERS

- **Spouse's Income and Dependants**
 - Names/DOB of Children (Sole Parent?)
 - Tax File No. of Spouse
 - Income Earned/Type of Income
 - Centrelink Statement of Benefits Received
 - Maximum No. of Dependent Children
 - No. of Nights Care of Children Under 5 Yrs
- **Own or Spouse Super Contributions Paid**
- **Children's Education Expenses**
 - Computers
 - Stationery, Text Books etc
- **HELP/HECS/SFSS Debt Owning?**

- **Private Health Insurance**
 - Health Fund Statement
- **Zone/Overseas Forces**
 - Days spent in specified Zone/Area
- **Medical Expenses if over \$2,000**
 - Health Fund Medical Summary
 - Medicare Summary
- **Parent, Spouse's Parent or Invalid Relative?**
 - Dependant's Names/Dates of Birth
 - Dependant's Income
- **Medicare Exemption/Reduction?**
 - Sickness Beneficiaries/Blind Pensioners
 - Defence Force Members
 - Non Residents
- **Ceased Full Time Study?**
 - When? / Income earned before this date
- **Residency**
 - Date Commenced/Ceased
 - Income earned
- **Ownership of Foreign Assets**
 - Do you have an interest in a CFC?
 - Have you ever directly or indirectly transferred property to a non-resident trust?
 - Did you have an interest in a Foreign Investment Fund or Life Assurance Policy?
 - Do you have an interest in Assets outside Aust which exceed AUD \$50,000 in total?

CHECK AGAIN!

Have you provided information for all relevant items above?

PLEASE NOTE

No Receipt - No Claim

- Receipts **must** be kept if claims exceed \$300, although small claims of under \$10 each, up to \$200 total, may be recorded in a **diary**. For Laundry expenses under \$150 the ATO allows 50c/wash if washed with other clothes or \$1 per wash if washed separately.
- **Travel Diaries** are required for all overseas travel and local travel of 6 nights or more.
- A **Log Book** will maximise your claim if your vehicle is used mainly for business. **NOTE:** If your log book is 5 years old it is essential that you keep a new one for at least 12 continuous weeks to prove your claim. HTAA will not check log book calculations unless specifically instructed.

OTHER MATTERS

If you are contemplating any of the following then please call your team accountant prior to making any decisions:

- Computers and/or Accounting Software
- Purchase/Sale of a Business
- Purchase/Sale of a Motor Vehicle
- Purchase/Sale of Investment Property
- Salary Packaging
- Other.....