

Tax Checklist

Income

- ☐ Salary or wages
- ☐ Allowances, earnings, tips, director's fees etc.
- ☐ Employer lump sum payments
- ☐ Employment termination payments
- ☐ Australian Government allowance - Newstart, Youth Allowance and Austudy payments
- ☐ Australian Government pensions and allowances
- ☐ Australian annuities and superannuation income streams
- ☐ Australian superannuation lump sum payments
- ☐ Attributed personal services income
- ☐ Gross Interest
- ☐ Dividends
- ☐ Employee share schemes
- ☐ Distributions from partnerships and/or trusts
- ☐ Personal services income (PSI)
- ☐ Net income or loss from business (as a sole trader)
- ☐ Deferred non-commercial business losses
- ☐ Net farm management deposits or repayments
- ☐ Capital gains
- ☐ Foreign source income (including foreign pensions) and foreign assets or property
- ☐ Rent
- ☐ Bonuses from life insurance companies or friendly societies
- ☐ Forestry managed investment scheme income

Deductions

- ☐ Motor Vehicle (Log Book or Cents per km)
- ☐ Travel (fares, accommodation and hire cars)
- ☐ Uniforms, Protective clothing, Laundry expenses
- ☐ Self education and Professional Developments
- ☐ Home office expenses, Computer and Software
- ☐ Telephone, Mobiles, Internet
- ☐ Tools and Equipment
- ☐ Subscriptions, Journals and Union fees
- ☐ Dividend and Interest deductions
- ☐ Gifts and Donations
- ☐ Income protection Insurance
- ☐ Previous year(s) Tax agent fees
- ☐ Personal Superannuation Contributions

Offsets and Other Rebates

- ☐ Health Insurance rebates
- ☐ PAYG Instalments paid
- ☐ Senior or Pensioner Offset
- ☐ Superannuation contributions on behalf of spouse
- ☐ Spouse details including taxable and exempt income

Refund

Expecting a refund, please provide your BSB and account number with lodgment.

Keeping your tax records

You must keep your written evidence for **five years from the date you lodge your tax return**. The Australian tax system relies on taxpayers self-assessing. This means you are responsible for working out how much you can declare and claim on your tax return. In order to prepare an accurate tax return and support the claims you make, you need to keep careful records.

Any questions?

Don't hesitate to call us on

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