

Wage Earner Tax Return Income Checklist

NOTE:- This Checklist is provided as a guide only and is not all inclusive.

Any queries can be discussed with your Accountant to determine applicability.

INCOME

- Payment Summaries (Group Certificates) from employment**
- Government payments like Newstart, Youth Allowance, Austudy, Pensions**
(Typically the accountant can obtain this from the ATO from late July)
- Superannuation income streams and lump sums - if taxable**
- Bank Interest**
- Dividends**
- Employee share schemes statement**
- Annual Tax Statement of Managed Investment Funds**
- Distributions from Partnerships and Trusts**
- Sole Trader business income and expenses**
- Sale and buy information for sold capital assets eg. shares, investment properties**
- Foreign Income and Tax Withheld from foreign income for the July-June period**
- Rental Income - refer to our Rental checklist Schedule**
- Income Insurance Payments Received**
- Any other income you feel may be relevant**

Wage Earner Tax Return Deductions Checklist

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DEDUCTIONS



Car Expenses -

- **for logbook method**

Ensure Accountant receives or has received previously a vehicle logbook (12 wks each 5 years) to show proportion used for work purposes

- **Provide full year's operating costs ie.**

- Fuel
- Rego
- Insurance
- Repairs & Servicing
- Loan Interest
- Purchase Documents if newly purchased

- **for cents/klm method**

- **Provide klms travelled for work purposes other than to/from your normal workplace unless carrying bulky tools.**
- **small travel deviations in your travel to/from work eg. pickup post are also excluded**



Travel Expenses - there are many restrictions on what is deductible. Your Accountant will advise what is claimable after all factors considered.

- **Airfares**
- **Accommodation**
- **Meals – Overtime or Away overnight**
- **Parking & Tolls**
- **Other**



Compulsory or Registered Uniform

- Protective Clothing e.g. Hi Visibility, Steel Capped Boots, Overalls - Not jeans or drill shirts & trousers**
- Work Related Self-education Expenses - Must relate directly to employment at time expense is incurred e.g.**
 - **Course Fees - e.g. University, TAFE**
 - **Equipment - e.g. laptop, calculator**
 - **Stationary**
 - **Internet**
 - **Study Time hours at Home Office**
 - **Travel**
- Other Work Related Expenses – e.g.**
 - **Tools and Equipment – provide receipts to assist with depreciation**
 - **Union Fees**
 - **Stationary and Printing Costs**
 - **Professional Memberships**
 - **Work Specific Licence costs (not Drivers Licence)**
 - **Home Office - Number of Hours**
 - **Phone**
 - **Sunglasses, sunhats and sunscreen**
 - **First Aid Course Fees - if you are designated first aid officer**
 - **Insurance of Work Tools & Equipment**
 - **Interest on money borrowed to purchase work-related equipment**
 - **Seminars, Conferences and Training Courses**
 - **Technical or Professional publications**
- Deductions in relation to your Interest & Dividend Income**
- Donations to Charities**
- Cost of Managing Tax Affairs**
- Income Protection Insurance**
- Tax Deductible Superannuation Contributions**
- Private Health Insurance Annual Statement**
- Spouse's Taxable Income - if Accountant does not have access to this information already**