



2021 TAX RETURN CHECKLIST

Name: _____

Contact Phone No.: _____

Email Address: _____

Have you moved or changed your postal address in the last year? Yes No
(If Yes – please provide your new address details)

Has your name or marital status changed in the last year? Yes No
(If Yes – please give your new name or status)

Please provide your bank account details as refunds will only be refunded electronically:

Account name: _____

BSB: _____ Account Number: _____

Information we will need to complete your 2021 Income Tax Return:-

Income

	Item	Check if Applicable	Documentation/Information Required
1.	Salary or Wages (including allowances, directors fees etc)	<input type="checkbox"/>	Pay As You Go (PAYG) payment summaries from each employer
2.	Employer Termination Payments (ETPs)	<input type="checkbox"/>	ETP payment summaries
3.	Australian Government Allowances & Payments	<input type="checkbox"/>	PAYG payment summary or letter from agency stating amount received
4.	Australian annuities, superannuation income streams & superannuation lump sum payments	<input type="checkbox"/>	PAYG payment summaries
5.	Reportable Fringe Benefits Tax (FBT)	<input type="checkbox"/>	PAYG payment summaries
6.	Interest	<input type="checkbox"/>	Bank statements showing interest earned in the financial year
7.	Dividends	<input type="checkbox"/>	Dividend statements
8.	Employee Share Schemes	<input type="checkbox"/>	- Employee share scheme: Employee summary - Other relevant documentation
9.	Partnerships & Trusts	<input type="checkbox"/>	- Annual tax statement - Trust Distribution Statement - Partnership distribution statement
10.	Income from Business	<input type="checkbox"/>	- Invoices issued - Invoices paid; or - Summary of the above
11.	Net farm management deposits or withdrawals	<input type="checkbox"/>	Account statement for Farm Management Deposits Scheme
12.	Capital Gains (Sale of shares, property, etc)	<input type="checkbox"/>	- Purchase documents - Sales documents - Invoices for expenses relating to purchase or sale of assets



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13.	Foreign Source Income (Pensions, dividends, interest, etc)	<input type="checkbox"/>	<ul style="list-style-type: none"> - Payslips - Foreign company/partnership/trust distribution advices - Invoices for expenses incurred in earning foreign income - Bank statements
14.	Rent	<input type="checkbox"/>	<ul style="list-style-type: none"> - Annual statement from property agent - Invoices for expenses - Loan statements showing interest paid
15.	Forestry managed investment scheme income	<input type="checkbox"/>	<ul style="list-style-type: none"> - Annual tax statement - Distribution statement
16.	Other Income	<input type="checkbox"/>	Records of amounts received

Deductions

Item		Check if Applicable	Documentation/Information Required
1.	Motor Vehicle Expenses	<input type="checkbox"/>	
	Methods:		
	Cents per kilometre	<input type="checkbox"/>	Beginning & closing odometer reading
	Logbook	<input type="checkbox"/>	<ul style="list-style-type: none"> - Receipts for: <ul style="list-style-type: none"> • Fuel & oil • Interest payments Insurance/CTP • Registration • Servicing, tyres & battery replacement • Purchase value/Date of purchase • Logbook (if not provided within the last 5 years)
2.	Travel Expenses	<input type="checkbox"/>	<ul style="list-style-type: none"> - Receipts for: <ul style="list-style-type: none"> • Parking fees & road tolls • Car hire • Public transport • Meals, accommodation & incidentals
3.	Clothing, Laundry & Dry-Cleaning Expenses	<input type="checkbox"/>	<ul style="list-style-type: none"> - Receipts for: <ul style="list-style-type: none"> • Protective clothing • Uniforms • Occupation-specific clothing • Laundering & dry-cleaning
4.	Self-Education Expenses	<input type="checkbox"/>	<ul style="list-style-type: none"> - Receipts for: <ul style="list-style-type: none"> • Fees for courses • Textbooks, stationery, union fees • Kilometres travelled between: <ul style="list-style-type: none"> ○ Home & place of education ○ Workplace & place of education
5.	Other Work Related Expenses	<input type="checkbox"/>	<ul style="list-style-type: none"> - Receipts for: <ul style="list-style-type: none"> • Union fees • Professional seminars, courses, conferences & workshops • Reference books, technical journals & trade magazines • Tools & equipment
6.	Interest Expenses	<input type="checkbox"/>	Bank or financial institution statements
7.	Dividend Expenses	<input type="checkbox"/>	Dividend statements, bank and/or financial institution statements
8.	Gifts or Donations	<input type="checkbox"/>	Receipts of donations and gifts contributed to approved organisations



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9.	Cost of Managing Tax Affairs	<input type="checkbox"/>	Receipts for expenses incurred in managing tax affairs
10.	Personal Super Contributions	<input type="checkbox"/>	Acknowledgement from your fund or RSA provider that you are entitled to claim the superannuation deduction or s290-170 Notice
11.	Forestry Managed Investment Scheme (FMIS) Expenses	<input type="checkbox"/>	- Invoices of payments made to a FMIS - Distribution summary
12.	Other Deductions	<input type="checkbox"/>	- Receipts for Income protection, sickness & accident insurance - Any other deductions not listed above

Offsets

Item	Check if Applicable	Documentation/Information Required
1.	<input type="checkbox"/>	Private Health Insurance Statement from your health fund
2.	<input type="checkbox"/>	Superannuation contributions on behalf of your spouse Documentation of the contribution from the superannuation fund
3.	<input type="checkbox"/>	Early stage investor Records in relation to investments in qualifying early stage innovation businesses

Other Information

Item	Check if Applicable	Documentation/Information Required
1.	<input type="checkbox"/>	Spouse's Details - Date of Birth - Tax File Number - Taxable Income - Fringe Benefits - Tax-free pensions/benefits - Foreign income - Reportable superannuation contributions (incl spouse's deductible personal super contributions paid by spouse) - Total net investment losses - Child support/maintenance payments
2.	<input type="checkbox"/>	Dependants - Number of dependents as at 30 June 2021: _____ - Names of dependents - Date of birth of dependents
3.	<input type="checkbox"/>	Reportable Employer Superannuation Contributions (RESC) Amounts of employer superannuation contributions above the compulsory 9.5% influenced by yourself
4.	<input type="checkbox"/>	Motor Vehicles Acquired/Sold - Purchase documents - Sale documents
5.	<input type="checkbox"/>	Child Maintenance expenditure Child support/maintenance payments paid by you
6.	<input type="checkbox"/>	Working Holiday maker Details of your working holiday visa subclass (417 or 462)