

## 2017 Individual Income Tax Return Checklist

<b>Full Name</b>	
<b>Tax File Number (TFN)</b>	
<b>Has name changed since last return?</b>	Yes / No  If Yes, previous name :
<b>Date of birth</b>	
<b>Are you an Australian resident?</b>	Yes / No / Unsure
<b>ABN (if applicable)</b>	
<b>Address</b>	
<b>Address (postal)</b> <i>(Put 'as above' if the same)</i>	
<b>Telephone contacts</b>	Mobile:
	Business Hours (work) :
	After Hours (home):
<b>Email</b>	
<b>Electronic banking details</b>  <i>(for refund if applicable)</i>	BSB:
	Account Number:
	Account Name:
<b>Main occupation</b>	
<b>Spouse name and TFN</b>	

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Please circle YES or NO for each of the items listed below:

### INCOME – Please provide evidence

1. Salary or wages ..... YES/NO
2. Allowances, earnings, tips, director's fees etc. .... YES/NO
3. Employer lump sum payments ..... YES/NO
4. Employment termination payments ..... YES/NO
5. Australian Government allowances and payments like Newstart, Youth Allowance and Austudy payments ..... YES/NO
6. Australian Government pensions and allowances ..... YES/NO
7. Australian annuities and superannuation income streams ..... YES/NO
8. Australian superannuation lump sum payments ..... YES/NO
9. Attributed personal services income ..... YES/NO
10. Gross Interest ..... YES/NO
11. Dividends ..... YES/NO
12. Employee share schemes ..... YES/NO
13. Distributions from partnerships and/or trusts ..... YES/NO
14. Personal services income (PSI) ..... YES/NO
15. Net income or loss from business (as a sole trader) ..... YES/NO
16. Deferred non-commercial business losses ..... YES/NO
17. Net farm management deposits or repayments ..... YES/NO
18. Capital gains ..... YES/NO
19. Foreign entities:
  - Direct or indirect interests in controlled foreign company ..... YES/NO
  - Transfer of property or services to a non-resident trust ..... YES/NO
20. Foreign source income (including foreign pensions) and foreign assets or property ..... YES/NO
21. Rent ..... YES/NO
22. Bonuses from life insurance companies or friendly societies ..... YES/NO
23. Forestry managed investment scheme income ..... YES/NO
24. Other income (please specify below) ..... YES/NO  
.....  
.....  
.....  
.....

### DEDUCTIONS – Please provide evidence

#### D1. Work related car expenses

- Cents per kilometre method (up to a maximum of 5,000 kms) ..... YES/NO
- Log book method ..... YES/NO

**D2. Work related travel expenses**

- Employee domestic travel with reasonable allowance ..... YES/NO
- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? ..... YES/NO
- Overseas travel with reasonable allowance ..... YES/NO
- Do you have receipts for accommodation expenses? ..... YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)..... YES/NO
- Employee without a reasonable travel allowance ..... YES/NO
- Did you incur and have receipts for airfares? ..... YES/NO
- Did you incur and have receipts for accommodation? ..... YES/NO
- Do you have receipts for hire cars (if applicable)? ..... YES/NO
- Did you incur and have receipts for meals and incidental expenses? ..... YES/NO
- Do you have any other travel expenses? ..... YES/NO
- Other work-related travel expenses (e.g., a borrowed car) (please specify) ..... YES/NO

**D3. Work related uniform and other clothing expenses**

- Protective clothing ..... YES/NO
- Occupation specific clothing ..... YES/NO
- Non-compulsory uniform ..... YES/NO
- Compulsory uniform ..... YES/NO
- Conventional clothing ..... YES/NO
- Laundry expenses (up to \$150 without receipts) ..... YES/NO
- Dry cleaning expenses ..... YES/NO
- Other claims such as mending/repairs, etc (please specify) ..... YES/NO

**D4. Work related self-education expenses**

- Course taken at educational institution:
- union fees ..... YES/NO
- course fees ..... YES/NO
- books, stationery ..... YES/NO
- depreciation ..... YES/NO
- travel ..... YES/NO
- other (please specify) ..... YES/NO

**D5. Other work related expenses**

- Home office expenses ..... YES/NO

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- Computer and software ..... YES/NO
- Telephone/mobile phone ..... YES/NO
- Tools and equipment ..... YES/NO
- Subscriptions and union fees ..... YES/NO
- Journals/periodicals ..... YES/NO
- Depreciation ..... YES/NO
- Sun protection products (i.e., sunscreen and sunglasses) ..... YES/NO
- Seminars and courses not at an educational institution:
  - Course fees ..... YES/NO
  - Travel ..... YES/NO
  - Other (please specify) ..... YES/NO
- Any other work related deductions (please specify) ..... YES/NO
- .....
- .....

**Other types of deductions**

- D6. Low value pool deduction ..... YES/NO
- D7. Interest deductions ..... YES/NO
- D8. Dividend deductions ..... YES/NO
- D9. Gifts or donations ..... YES/NO
- D10. Cost of managing tax affairs ..... YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity ..... YES/NO
- D12. Personal superannuation contributions ..... YES/NO
  - Full name of fund: .....
  - Account no: .....
  - Fund ABN: .....
  - Fund TFN: .....
  - Do you pass the 10% test? ..... YES/NO
  - Have you provided the fund a notice of intention to deduct the contribution? ..... YES/NO
  - Has this notice been acknowledged by the fund? ..... YES/NO
- D13. Deduction for project pool ..... YES/NO
- D14. Forestry managed investment scheme deduction ..... YES/NO
- D15. Other deductions (please specify) ..... YES/NO
- L1. Tax losses of earlier income years ..... YES/NO

**Tax offsets/rebates – Please provide evidence**

- T1. Are you a senior Australian or a pensioner? ..... YES/NO
- T2. Did you receive an Australian superannuation income stream? ..... YES/NO
- T3. Did you make superannuation contributions on behalf of your spouse? ..... YES/NO
- T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2017? ..... YES/NO

- T5. Did you have net medical expenses in 2017? ..... YES/NO  
 If so, do these medical expenses include expenses relating to disability aids, attendant care or aged care expenses?..... YES/NO
- T6. Did you maintain a dependant who is unable to work due to invalidity or carer obligations? ..... YES/NO
- T7. Are you entitled to claim the landcare and water facility tax offset? ..... YES/NO
- T8. Other non-refundable tax offsets (please specify) ..... YES/NO
- T9. Other refundable tax offsets (please specify) ..... YES/NO

**Other relevant information**

- A. Are you entitled to the Medicare levy exemption or reduction in 2016? ..... YES/NO  
 (If yes, please specify): .....
- B. Did you have private health insurance in 2017? ..... YES/NO  
 (If yes, please provide the annual statement received from your health fund)
- C. Were you under the age of 18 on 30 June 2017?..... YES/NO
- D. Did you become an Australian tax resident at any time during the 2017 income year? ..... YES/NO
- E. Did you cease to be an Australian tax resident at any time during the 2017 income year?..... YES/NO
- F. Did you make a non-deductible (non-concessional) personal super contribution? ..... YES/NO
- G. Do you have a HECS/HELP liability or a student financial supplement loan debt?..... YES/NO
- I. Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company?..... YES/NO
- J. Do you have a loan with a private company or have such a loan amount forgiven? ..... YES/NO  
 (If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):  
 .....  
 .....
- K. Did you receive any benefit from an employee share acquisition scheme?..... YES/NO
- L. Family Tax Benefit ('FTB'):  
 – Did you have care of a dependent child in 2017?..... YES/NO  
 – Did you or your spouse receive FTB through DHS in 2017? ..... YES/NO
- M. Income tests information  
 – Do you have any total reportable fringe benefits amounts in 2017? ..... YES/NO  
 – Do you have any reportable employer superannuation contributions in 2017?..... YES/NO  
 – Did you receive any tax-free government pensions in 2017? ..... YES/NO  
 – Did you receive any target foreign income in 2017?..... YES/NO  
 – Did you have a net financial investment loss in 2017? ..... YES/NO  
 – Did you have a net rental property loss in 2017? ..... YES/NO  
 – Did you pay child support in 2017? ..... YES/NO  
 – Number of dependent children? \_\_\_\_\_
- N. Spouse details (if applicable)  
 – Did you have a spouse for the full year from 1 July 2016 to 30 June 2017? ..... YES/NO  
 If you had a spouse for only part of the income year, please specify the dates

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between 1 July 2016 to 30 June 2017 when you had a spouse:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

- What was your spouse's taxable income for the 2017 income year? \$.....
- Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income..... YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2017 income year? ..... YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2017 income year?..... YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2017 income year?..... YES/NO
- Did your spouse receive any exempt pension income in the 2017 income year?..... YES/NO
- Does your spouse have any reportable super contributions for the 2017 income year? ..... YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*? ..... YES/NO
- Did your spouse receive any 'target foreign income' in the 2017 income year? ..... YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2017 income year? ..... YES/NO
- Did your spouse pay child support during the 2017 income year? ..... YES/NO
- If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2017 income year that included a taxed element that does not exceed their low rate cap? ..... YES/NO

Dated the ..... day of .....20.....

Signature of taxpayer .....

Name (print) .....

Dated the ..... day of .....20.....