



# Individual Tax Checklist

## Financial Year\*

Please note that most Individual Tax Returns are due for lodgment by 15 May of the following financial year (unless you have been informed otherwise). In order for us to complete your return by the due date, we will require your documentation no later than 1 March of the following financial year.

## Personal Information

### Details

Given Name

Date of Birth

Tax File Number

Occupation

Address

Home Phone

Mobile

Email Address

Bank Account Name

Bank BSB Number

Bank ACC Number

# Dependents

## Dependent Children

	Given Names	D.O.B
C1	<input type="text"/>	<input type="text"/>
C2	<input type="text"/>	<input type="text"/>
C3	<input type="text"/>	<input type="text"/>
C4	<input type="text"/>	<input type="text"/>

## Spouse Details

married or de facto

Did you have a spouse/partner for the full financial year?

YES       NO

### Spouse or Partner Name

First Name                      Last Name

Do we complete your Spouse's Income Tax Return

YES       NO

If No, please complete the below

Does your spouse/partner receive any benefits from Centrelink?

YES       NO

### Spouse or Date of Birth

Day    Month    Year

### Spouse Taxable Income for the year

Please provide spouse taxable income, including Reportable Fringe Benefits, Reportable Superannuation if the spouse is not a DJ Grigg Financial client.

# Income

## Are you an employee? (Including Pensions)

YES

NO

If yes, your PAYG income summaries will be available via the ATO portal & MyGov.

## Other Income (Including any business income, Director's fee, Commission, etc)

## Interest Received

	Name of Bank	Account Number	Joint Account?
Account 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Total Interest Received \$	TFN Withholdings \$
Account 1	<input type="text"/>	<input type="text"/>
Account 2	<input type="text"/>	<input type="text"/>
Account 3	<input type="text"/>	<input type="text"/>

## DIVIDENDS

Please provide copies of dividend statements of Income received, including Dividend Reinvestment Plans (DRP)

## RENTAL INCOME AND EXPENDITURE

All Rental Income and Expenditure to be detailed in the **Rental Property Schedule** provided at the end of this checklist along with an option to attach annual Agent Statements and copies of invoices.

## CAPITAL GAINS

Did you sell any assets such as shares or property that were acquired after 20 September 1985?

YES

NO

If yes, please provide documentation of when it was purchased, purchase price and documents on sale and any funds received.

## Details of Other Income

### SHARES

	Name of Shares	Number of Shares Held	Amount Received \$
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

### TRUST AND PARTNERSHIPS (Eg: BT funds, Colonial First State, AXA, etc)

Name of trust or partnership:

### EMPLOYEE SHARE/OPTION SCHEME

Did you receive bonus shares and/or options from your current employer during the year the financial year?

YES

NO

If yes, please provide the related correspondence and/or documents received from the employer.

### CRYPTOCURRENCY

Did you have trade in Crypto during the financial year?

YES

NO

If Yes, we will forward a separate email requesting additional information.

### FOREIGN INCOME

Did you have any Foreign Income during the financial year?

YES

NO

If yes, please upload any relevant documents

Do you have any assets over \$50,000 AUD outside of Australia?

YES

NO

### ANY OTHER INCOME

Please provide details and documentation on any Income you have received in the financial year that does not fit into any of the above categories. **Eg. Interest on any overseas bank accounts or any other foreign income received.**

# Deductions

## Motor Vehicle

Did you use your own car for business/work purposes throughout the year?

YES                       NO

If yes, then please provide one of the following:

**Log Book Method-Business % use:** (Ensure you keep a log book for a continuous period of 12 weeks) Please provide details of all expenses you incurred over the financial year including

**Fuel, repairs and maintenance, registration and Insurance:** Record in a spreadsheet or itemised form and attach it to this checklist. If you have a loan for the vehicle, please provide figures of your lease payments.

**OR Kilometres Method:** If you have not kept a log book but you use your car for work. Provide details of how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5000 kilometres.

## Car Details

**Car Registration**

**Car Make**

**Kilometres for Business Use**

## Work Uniform

Complete this section if you incurred work-related clothing expenses such as:

- > protective clothing
- > uniforms
- > occupation-specific clothing
- > laundering and dry-cleaning of this clothing

## **Details of work-related clothing expenses**

## Self-Education

Complete this section if you incurred self-education and study expenses. You can claim a deduction if the education relates to your **current employment** activities.

### Name of Course

### Institution

## Work-Related Self-Education Expenses

Please note working from home related expenses are to be completed on Page 5 of the Checklist

	<b>Amount</b>
<b>Fees ( excluding HECS/HELP debt)</b>	<input type="text"/>
<b>Books / Stationary / Consumables</b>	<input type="text"/>
<b>Travel</b>	<input type="text"/>

## Other Work-Related Deductions

Complete this section if you incurred other work-related expenses. To claim a deduction for a work-related expense:

- > you must have spent the money and your employer did not reimburse you
- > the expense must directly relate to earning your income
- > you must have a record of purchase

### **Record of Purchase Provided?**

(only record Yes next to those expenses incurred below, and documents/receipts are provided)

**Books, journals and digital information**

**Seminars, conferences and training courses**

**Union fees, subscriptions to associations**

**Work-related Travel Expenses including:**

**Public Transport/National/International Travel**

### **Income Protection Insurance**

Do you have Income Protection Insurance?

YES

NO

If yes, how much did you pay?

### **Working from Home**

**Total Hours for Year**

**How Many Weeks**

Home Office Hours From 01/07 to 30/06

### ***Working from Home - Financial Year 2023 onwards***

Actual logged working hours required for the full financial year. The ATO will not accept estimates. > Supporting documentation is required in one of the following forms:

- Record of Timesheets
- Record of Rosters
- Diary for full financial year

Two methods available:

- **67 cents** - please note this method includes electricity, mobile, internet, stationery and computer consumables. There is no need to have a separate home office or dedicated work area.
- **Actual Method** - Please complete the table above and when completing your Tax Return we will consider the most appropriate method to claim.

	<b>Amount /mth</b>	<b>% used for work</b>
<b>Internet</b>	<input type="text"/>	<input type="text"/>
<b>Mobile/Phone</b>	<input type="text"/>	<input type="text"/>
<b>Diary /Printing /Postage /Stationary</b>	<input type="text"/>	<input type="text"/>
<b>Electricity &amp; Gas</b>	<input type="text"/>	<input type="text"/>

### ***Working from Home - Financial Year 2022 and prior***

> There are 3 options available:

- 80 cent Method
- 52 cent Method
- Actual Method

> Please complete the table below and when completing your Tax Return we will consider the most appropriate method to claim.

	<b>Hours per week</b>	<b>How many weeks</b>
<b>Home Office Hours</b>	<input type="text"/>	<input type="text"/>

## Deductions

Please ensure you retain copies of receipts and tax invoices to substantiate all claims, even if less than \$300.00.

### Outdoor Workers

	Amount	% used for work
Sunglasses /Sunscreen/ Hats	<input type="text"/>	<input type="text"/>

### Tools & Equipment - Over \$300

	Description	Purchase Date	Amount	% used for work
Tools/Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools/Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other - Any costs you have incurred that was directly related to your job (eg. COVID Tests, Income Protection Insurance)?

### Gifts & Donations

You can claim for gifts or donations of \$2 or more you make to a deductible gift recipient. (This includes School Building Fund donations)

	Organisations Name	Amount Donated
Donation/ Gift	<input type="text"/>	<input type="text"/>
Donation/ Gift	<input type="text"/>	<input type="text"/>
Donation/ Gift	<input type="text"/>	<input type="text"/>



# Tax Offsets

## Private Health Insurance

The Private Health Insurance rebate is an amount the government contributes towards the cost of your private health insurance premiums. You may be eligible for the rebate which can be claimed when you lodge your tax return as a refundable tax offset.

Do you have Private Health Insurance?

YES

NO

Please select the below that best describes your Private Health Insurance policy.

Please confirm all your family members (including your spouse and children) were covered by private health insurance hospital cover.

YES

NO

## Superannuation

Have you made contributions to your superannuation for the financial year of which you would like to claim a tax deduction for?

Have you made superannuation contributions on behalf of your spouse?

## Other

Any other information that we should be aware of: eg. you are not entitled to Medicare Benefit, you are a student, etc?

# Rental Properties

Was there a loan for the rental property that was renegotiated during the financial year?

YES

NO

If Yes, please upload documents for new loan below.

## New Property Purchase

Did you purchase a new property during the financial year? Please provide the following documentation:

- > Settlement Sheet
- > Bank Loan Offer
- > First Bank Statement
- > Transfer Title Documents
- > First 4 Pages of The Contract for Sale
- > Depreciation Schedule (if any)

## Owners Details

	Owners Name	Owners Percentage
Owner 1	<input type="text"/>	<input type="text"/>
Owner 2	<input type="text"/>	<input type="text"/>
Owner 3	<input type="text"/>	<input type="text"/>
Owner 4	<input type="text"/>	<input type="text"/>

## Rental Property Details

Where you rent an investment property or it is genuinely available for rent, you can claim property expenses you incur. Only rent received and expenses paid between the related financial year are recorded.

## Rental Income

**Rental Income:** You must declare all income you receive for your rental property.

These include:

- > Short-term rentals (eg. a holiday home)
- > Renting your property through a sharing platform (eg. AirBnB)
- > Renting part or all of your home (for example renting out a room)

Please detail income below and provide Rental Schedules for the property/s below:

	Amount
Gross Rental Income	<input type="text"/>
Other Rental Related Income	<input type="text"/>
Gross Rent	<input type="text"/>

# Rental Expenses

## Rental Expenses

You can claim deductions for the expenses that relate to the income-producing use of the investment property. You are not able to claim a deduction for expenses for your personal use of the investment property. Please detail the expenses below and provide supporting documentation/receipts.

	<b>Amount</b>
<b>Advertising for tenants</b>	<input type="text"/>
<b>Body Corporate Fees</b>	<input type="text"/>
<b>Borrowing expenses</b>	<input type="text"/>
<b>Cleaning</b>	<input type="text"/>
<b>Council Rates</b>	<input type="text"/>
<b>Capital allowances (depreciation)</b>	<input type="text"/>
<b>Gardening/lawn mowing</b>	<input type="text"/>
<b>Insurance</b>	<input type="text"/>
<b>Interest on loans</b>	<input type="text"/>
<b>Land Tax</b>	<input type="text"/>
<b>Legal fees</b>	<input type="text"/>
<b>Pest control</b>	<input type="text"/>
<b>Property agent fees/commission</b>	<input type="text"/>
<b>Repairs and maintenance</b>	<input type="text"/>
<b>For repairs &amp; maintenance greater than \$300 please provide further details Capital Work's Deduction (Building)</b>	<input type="text"/>
<b>Stationery, telephone and postage</b>	<input type="text"/>
<b>Water charges</b>	<input type="text"/>
<b>Sundry rental expenses</b>	<input type="text"/>
<b>TOTAL EXPENSES</b>	<input type="text"/>

Please ensure that the information you have supplied is true and correct.  
We will complete your Income Tax Return from the information and records you supply to us.  
You will be responsible for providing copies of and retaining sufficient receipts and source documents to substantiate claims made for income tax deductions and tax offsets.