



2016 individual income tax return checklist

Full Name	
Tax File Number	
Date of birth	
ABN (if applicable)	
Address	
Address (postal) (Put 'as above' if the same)	
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
Main occupation	
Spouse name and TFN	

Please circle YES or NO for each of the items listed

Income tax return checklist continued

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
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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) YES/NO
(please specify)

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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

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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
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D5. Other work related expenses

- Home office expenses YES/NO
 - 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
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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

Income tax return checklist continued

Other types of deductions (continued)

- 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

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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 2016? YES/NO
- T5. Did you have net medical expenses in 2016? 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

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Other relevant information

A. Are you entitled to the Medicare levy exemption or reduction in 2016? YES/NO
(If yes, please specify):

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B. Did you have private health insurance in 2016? 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 2016? YES/NO

D. Did you become an Australian tax resident at any time during the income year? YES/NO

E. Did you cease to be an Australian tax resident at any time during the 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):

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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 2016? YES/NO

– Did you or your spouse receive FTB through the Department of Human Services in 2016? YES/NO

M. Income tests information

– Do you have any total reportable fringe benefits amounts in 2016? YES/NO

– Do you have any reportable employer superannuation contributions in 2016? YES/NO

– Did you receive any tax-free government pensions in 2016? YES/NO

– Did you receive any target foreign income in 2016? YES/NO

– Did you have a net financial investment loss in 2016? YES/NO

– Did you have a net rental property loss in 2016? YES/NO

– Did you pay child support in 2016? YES/NO

– Number of dependent children? _____

Income tax return checklist continued

N. Spouse details (if applicable)

- Did you have a spouse for the full year from 1 July 2015 to 30 June 2016?YES/NO
 - If you had a spouse for only part of the income year, please specify the dates between 1 July 2015 to 30 June 2016 when you had a spouse:
From ____ / ____ / _____ to ____ / ____ / _____
- What was your spouse's taxable income for the 2016 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 2016 income year? YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2016 income year? YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2016 income year? YES/NO
- Did your spouse receive any exempt pension income in the 2016 income year? YES/NO
- Does your spouse have any reportable super contributions for the 2016 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 2016 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 2016 income year? YES/NO
- Did your spouse pay child support during the 2016 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 2016 income year that included a taxed element that does not exceed their low rate cap? YES/NO

Dated the day of20.....

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Signature of taxpayer

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Name (print)