

Individual Tax Return

Items to Consider Checklist



- ☐ yes
- ☐ no
- ☐ maybe

To maximise your deductions and ensure that your tax return is complete, please review the following items and advise us if any apply to you.

Income

- ☐ Employment Income (salary / wages)
- ☐ Allowances / Tips / Director's Fees
- ☐ Employer Lump Sum Payment
- ☐ Employment Termination Payment (ETP)
- ☐ Centrelink / Pension Income
- ☐ Annuities / Superannuation Lump Sum Payments
- ☐ Interest Amounts & TFN Credits
- ☐ Dividends, Imputation & TFN Credits
- ☐ Employee Share Schemes
- ☐ Partnership & Trust Distributions
- ☐ Business Income
- ☐ Capital Gains/Losses
- ☐ Foreign Income
- ☐ Rental Property Income

Other Items to Consider

- ☐ HELP (Higher Education Loan Program) / HECS
- ☐ SFSS (Student Financial Supplement Scheme)
- ☐ Private Health Insurance Statement
- ☐ PAYG Instalment Credits
- ☐ Other Offsets & Tax Credits
- ☐ Reportable Fringe Benefits amount

General Tax Deductions

- ☐ Work Related Motor Vehicle Expenses (*Log Book may be required*)
- ☐ Work Related Travel Expenses (*Travel Diary may be required*)
- ☐ Work Related Clothing & Laundry Expenses
- ☐ Work Related Self-Education Expenses
- ☐ Other Work Related Expenses (*see below*)
- ☐ Interest & Dividend Deductions
- ☐ Gifts & Donations
- ☐ Tax Related Expenses (*Includes tax agent fees, and travel to tax appointment*)
- ☐ Undeducted Purchase Price-Pension / Annuity

Specific Deductions

- ☐ Income Protection Insurance
- ☐ Union Fees
- ☐ Home Office Expenses
- ☐ Seminars / Courses / Conferences
- ☐ Overtime Meal Expenses
- ☐ Briefcase
- ☐ Tools & Equipment
- ☐ Depreciation on work-related assets
- ☐ Calculator / Electronic Organiser
- ☐ Computer Costs (*includes repairs & printing costs*)
- ☐ Software
- ☐ Memberships & Subscriptions
- ☐ Telephone / Mobile Phone / Internet
- ☐ Bank Fees (*e.g. re: deductible purchases*)
- ☐ Interest Expenses (*e.g. re: deductible purchases*)
- ☐ Sun Protection Items (*e.g. sunscreens, safety glasses, protective gloves*)
- ☐ Reference Books / Journals / Trade Magazines

Talk to us TODAY for expert assistance to prepare your Tax Return and maximise your tax refund!

IGNite Accounting & Financial Services

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