

## 2021 INCOME TAX RETURN CHECKLIST

### Personal Details

Name:

Postal address:

Residential address:

Mobile no:

Email:

Bank acc for refund:

BSB:

Account:

Acc Name:

### Income Details

Income statements / PAYG Summaries:

*Note, most employers will now lodge your wages information directly with the ATO, so you may not receive a paper statement. Employers have until 31 July to finalise this info.*

Lump Sum payments, including from Superannuation

*Please provide the payment summary from the payer.*

Termination payments, including ETPs

*Please provide the payment summary from the payer.*

Government payments and allowances

*This information is generally reported to the ATO.*

Interest earned on bank accounts, term deposits, loans, etc

Dividends statements received

*Please note dividends reinvested into more shares (DRP) is included as income*

Partnership & trust distributions

*Please provide tax statements for listed trust distributions.*

*These may not be issued until late August.*

*For unlisted & private partnership & trust distributions, please provide a copy of the tax return.*

Capital Gains – sale of shares, property, land,

collectables, boats, etc

*Please provide purchase and sale information.*

Rental property income and expenses

*Please complete a 'GTP Rental Property Tax Checklist' for each property*

Foreign income

*Includes foreign income/salary as well as foreign dividends and interest. Please provide all documentation available*

Have you received any business income or incurred any business expenses?

*Please provide a summary of income and expenses, along with description of business activity. We will also need any plant & equipment purchases and the date purchased.*

Any other income?

*Have you received any other income that does not fit into the categories above? If so, please provide all information and discuss with your Accountant.*

### Terms of engagement

*We have agreed to prepare your income tax return and the procedures we perform will be limited exclusively to those that relate to tax preparation. All returns are prepared from the information provided by you using this checklist as a guide. It is your responsibility to provide all relevant information to your Accountant to ensure correct preparation of your return.*

## 2021 INCOME TAX RETURN CHECKLIST

Expense details	
<b>Motor Vehicle Expenses</b>	
<i>Were you expected to use your own car for work/business purposes this year?</i> Y / N	
Make:	Model:                      Year:                      Rego:
<b>Cents per KM method:</b>	
<i>How many kilometres did you travel during the year?</i>	
<i>Please ensure you can justify your claim (ie with diary records)</i> <span style="float: right;">Km</span>	
<b>** Please make sure to consider any period you were not required to travel due to COVID 19 **</b>	
<b>Logbook method:</b>	
<i>To use this method, a valid logbook must have been kept for a minimum period of 12 consecutive weeks, and must be less than 5 years old. All expense receipts must also be kept.</i>	
Vehicle Cost:	Purchase date:
Logbook completion date:	
Speedo at 01/07/2020	Speedo at 30/06/2021
<b>Expenses:</b>	
<i>Fuel</i>	Amount of receipts: \$
<i>Registration</i>	
<i>Insurance</i>	
<i>Servicing, repairs, tyres, etc</i>	
<i>Loan interest <u>or</u> lease payments</i>	
<i>Please provide documentation</i>	
<i>Other income/expenses</i>	
<i>ie insurance claims, toll expenses, etc</i>	
<b>Work-related travel expenses</b>	
<i>Were you required to travel for work during the year, and incur costs?</i> Y / N	
<i>Were you reimbursed for any costs by your employer/s?</i> Y / N	
<i>Expense details</i>	
<b>Work-related clothing expenses</b>	
<i>ATO categories include:</i>	
- <i>Protective</i>	
- <i>Compulsory</i>	
- <i>Non-Compulsory</i>	
- <i>Occupation specific</i>	
<b>Work-related study expenses</b>	
<i>How are study expenses related to income?</i>	
<i>Expense details</i>	
<b>Other work-related expenses</b>	
<i>Examples include:</i>	
- <i>Diary, stationery, materials, etc</i>	
- <i>Union &amp; professional membership fees</i>	
- <i>Mobile phone</i>	
- <i>Internet</i>	
- <i>Tools &amp; equipment (&lt;\$300 each)</i>	
- <i>Tools &amp; equipment (&gt; \$300 each please provide invoices/receipts)</i>	
- <i>Seminars &amp; short courses</i>	
- <i>Subscriptions</i>	

## 2021 INCOME TAX RETURN CHECKLIST

### Home office expenses

*Hours worked from home – consider:*

- Covid related
- Non-Covid related

### Expenses relating to investment income

*Examples include financial planner fees, margin loan interest*

### Tax Agent fees

*Fees for preparing last year's tax return*

*Travel costs to meet with Tax Agent*

### Donations

*Please check receipts to ensure recipient is a 'DGR'*

### Income protection insurance policies

*Please provide tax statement*

### Personal superannuation contributions

*Please provide Notice of Intent to Claim form and*

*Acknowledgment notice from super fund*

### Spouse details

*If GTP is not preparing your spouse's tax return, please provide the following information:*

Full name of spouse

Spouse's date of birth

Spouse's taxable income

Spouse's reportable fringe benefits amount

Spouse's reportable superannuation contributions