

Individual Tax Checklist

To maximise your deductions and ensure that your tax return is complete, please review the following items and provide documentation for any that apply to you.

INCOME

- Employer Salary and Wages details for the year
(Payment summaries are no longer issued - we can access these through ATO Online Services for Agents)
- Employer Lump Sum Payments
- Centrelink / Pension Income
- Annuities & Superannuation Lump Sum Payments
- Interest Amounts & TFN Withholding Credits
- Dividend Statements
- Managed Fund Annual Tax Statements
- Crypto Currency Trading Tax Summary (Income and Disposals)
- Employee Share Schemes
- Partnership & Trust Distributions
- Income Protection Receipts
- Detail of any capital assets disposed of during the year (Real Estate, Shares etc)
- Foreign Income & Foreign Pensions
- Rental Property Income & Expenses (see over)
- Airbnb Income & Expenses
- Business Income & Expenses

OTHER ITEMS TO CONSIDER

- HELP, HECS, SFSS
- Child Support Agency Liability
- Private Health Insurance Statement
- Medicare Levy Exemption Certificate
- Copy of Spouse's Tax Return (if not a Link client)
- Number of Dependent Children
- Current contact details and bank account

DEDUCTIONS

Please Provide Tax Invoices

- Work Related Motor Vehicle Expenses
(Claim max 5000km or Actual Expenses x Logbook %)
- Work Related Travel Expenses
(Airfares, Accommodation, Meals & Incidentals + Nights Away)
- Work Related Protective Clothing & Uniforms
- Work Related Self-Education Expenses
(Course Fees, Seminars, Conferences, Books)
- Subscriptions & Memberships
(Union Fees, Professional Body Memberships, Licenses)
- Home Office Expenses
(Average Hours Worked From Home Per Week)
- Phone & Internet Expenses
(Provide Monthly Cost & Work Related %)
- Overtime Meal Expenses
(Include Number of Days Overtime Worked)
- Tools, Equipment & New Assets
(Computer, Laptops, iPads)
- Computer & Software Costs
- COVID-19 tests *(for work purposes only)*
- Printing & Stationery
- Reference Books, Journals & Trade Magazines
- Sun Protection Items
(Sunscreen, Glasses, Hat, Gloves if Working Outside)
- Gifts & Donations over \$2
(Inc School Building Fund)
- Tax Return Preparation Fees
- Un-deducted Purchase Price-Pension / Annuity
- Income Protection Insurance premiums
(Not Paid Through Super)
- Personal Concessional Super Contributions
(Notice of Intent to Claim & Acknowledgement from Super Fund)
- Investment Costs
(Margin Loan Interest, Bank Fees, Financial Planning Fees)

RENTAL PROPERTIES

- Number of weeks the property was available for rent during the financial year: _____
- Annual statement from your property manager showing rental income and expenses
- Advertising for tenants
- Bank charges
- Body corporate fees
- Cleaning
- Council rates
- Electricity and gas
- Gardening and lawn mowing
- In-house audio/video service charges
- Insurance – building, contents, public liability
- Interest on loans (please provide Loan statements)
- Land tax
- Legal expenses (only related to managing the property and collecting rent. Legal fees on the purchase of the property are not claimable – these form part of the cost of the property)
- Lease costs – preparation, registration, stamp duty
- Mortgage discharge expenses
- Pest control
- Capital works (Please provide depreciation/quantity surveyors report. If you don't have one, please ask)
- Quantity surveyor's fees (for preparation of depreciation/quantity surveyors report)
- Repairs and maintenance
- Replacement purchases (e.g. oven, dishwasher – please provide tax invoice)
- Security fees
- Servicing costs (e.g. servicing air conditioning)
- Stationery and postage
- Water charges
- If your property started or stopped being rented during the year, please provide dates and details

- Please provide details and documents for any substantial renovations

- If property purchased or sold during the year, please provide copies of contract of sale, settlement statement, all legal documents and fees, stamp duty and conveyancing etc.

