

2016 individual income tax return checklist

Please note that the 2016 individual income tax return interview checklist has been prepared based on the draft form provided by the Australian Taxation Office at the time of writing.

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

Income tax return checklist continued

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)
(*please specify*) YES/NO

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

Income tax return checklist continued

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

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

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
L1. Tax losses of earlier income years	YES/NO

Income tax return checklist continued

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 |

Income tax return checklist continued

Other relevant information

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

..

B. Did you have private health insurance in 2016?
(If yes, please provide the annual statement received from your health fund) YES/NO

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?
(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A): YES/NO

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.....

Signature of taxpayer

Name (print)