

*“Here’s a handy checklist to help you find everything you need to do your tax return”*

## 2023 Individual Tax Return Checklist

### **Income**

- Details of your employer(s) for the year.
- Income from Business Activities.
- Lump sum and termination payments.
- Details of any CGT asset sales (e.g. shares and real estate). Please include dates of, and costs associated with, acquisition and disposal. (You can save tax if you qualify for the variety of CGT concessions).
- Superannuation pension and Lump Sums received.
- Income from trusts and partnerships.
- Rental Property Income.
- Interest and dividends received and any tax deducted.
- Foreign source (employment and pension) income and details of any foreign tax credits.
- Employee Share Scheme details.
- Tax free Government pensions.

### **Deductions**

- Employment related expenses such as:
    - Work-related motor vehicle
    - Travel (fares & accommodation)
    - Uniforms/work-wear
    - Self-education & professional dev
    - Union, registrations, tools, memberships
    - Work from home hours , seminars
    - Telephone, computer, internet
    - Sun protection items
    - Any other costs incurred earning income
  - Investment and rental property expenses. (carefully detail interest claims)
  - Donations of \$2 and over.
  - Superannuation contribution statements.
  - Tax Agent Fees and other accounting/tax audit fees.
  - Income protection insurance.
- ### **Other**
- HECS/HELP & SFSS Debt details.
  - Bank details for refund.
  - Spouse details. (including income of spouse)
  - PAYG Instalments paid.

### **Rebates**

- Zone Rebate - Were you working & living in a remote area anytime during the year?
- Spouse superannuation contributions
- Dependant details

### **Tax Refunds**

The Tax Office no longer issues refunds by cheque so you must bring your bank account details, including BSB and Account Number if they have changed from last year.

*Don't worry if you aren't sure about any of the items, contact us with any questions you may have*