

# 2021 Individual Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

Information	Information provided	Not applicable
<p><b>Income</b></p> <p>PAYG payment summaries (eg from employers) <input type="checkbox"/></p> <p>Lump sum payments (eg employment termination payment) <input type="checkbox"/></p> <p>Non-cash benefits <input type="checkbox"/></p> <p>Partnership distribution statement, including copy of partnership tax return <input type="checkbox"/></p> <p>Trust distribution statement, including copy of trust tax return <input type="checkbox"/></p> <p>Documentation re foreign source income, foreign assets or property <input type="checkbox"/></p> <p>Bank statements stating interest earned, including for term deposits <input type="checkbox"/></p> <p>Dividend statements <input type="checkbox"/></p> <p>Employee share scheme statements <input type="checkbox"/></p> <p>Managed fund annual tax statement and capital gains tax statement <input type="checkbox"/></p> <p>Buy/sell contract notes for any share transactions <input type="checkbox"/></p> <p>Contracts to acquire/dispose of investments other than shares and rental properties <input type="checkbox"/></p>		
<p><b>Work-related deductions</b></p> <p>Details of depreciable assets bought or disposed of during the income year (eg laptops) <input type="checkbox"/></p> <p>Details and receipts for home office expenses <input type="checkbox"/></p> <p>Details of working from home running expenses and receipts or time sheets <input type="checkbox"/></p> <p>Professional journals/trade magazines <input type="checkbox"/></p> <p>Professional memberships/subscriptions <input type="checkbox"/></p> <p>Receipts for continuing professional development courses and seminars <input type="checkbox"/></p> <p>Receipts for self-education expenses <input type="checkbox"/></p> <p>Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel <input type="checkbox"/></p> <p>Vehicle logbook for motor vehicle expenses (if using the logbook method) <input type="checkbox"/></p>		
<p><b>Other deductions</b></p> <p>Receipts for donations of \$2 and over to deductible gift recipients <input type="checkbox"/></p> <p>Expenditure incurred in managing tax affairs (eg tax agent fees) <input type="checkbox"/></p>		

Information	Information provided	Not applicable
Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)	<input type="checkbox"/>	<input type="checkbox"/>
Income protection insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rental properties</b>		
Date when property was purchased, including details of co-ownership if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Period property was rented out during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Records detailing rental income (annual statement from property agent, if engaging services of an agent)	<input type="checkbox"/>	<input type="checkbox"/>
Loan statements for property showing interest paid for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred such as water charges, land tax and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought or disposed of during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any capital works on the property	<input type="checkbox"/>	<input type="checkbox"/>
If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offsets/rebates</b>		
Details of any superannuation contributions for spouse	<input type="checkbox"/>	<input type="checkbox"/>
Details of dependants, including their age, occupation and income	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement (and details of prepaid premiums)	<input type="checkbox"/>	<input type="checkbox"/>
<b>If operating as a sole trader</b>		
Cashbook, which includes records of drawings taken before the business takings were banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of PAYG summaries for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any government grants, subsidies, payments or rebates received (eg JobKeeper Payments)	<input type="checkbox"/>	<input type="checkbox"/>
Details of cash flow boosts received	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets purchased, including date of purchase and amount	<input type="checkbox"/>	<input type="checkbox"/>
Payments of salaries and superannuation to associates	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software (eg trial balance, profit and loss, and balance sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of all liabilities of the business	<input type="checkbox"/>	<input type="checkbox"/>
Details of any superannuation guarantee (SG) charge payments under the SG amnesty	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
<b>Other information – all individuals</b>		
Details of residency status	<input type="checkbox"/>	<input type="checkbox"/>
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible	<input type="checkbox"/>	<input type="checkbox"/>
Notice of superannuation contributions	<input type="checkbox"/>	<input type="checkbox"/>
Individual's total superannuation balance	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>