



## 2022 Individual Income Tax Return Checklist

To assist in preparing your Income Tax Return, please complete this simple checklist. Completing this checklist will ensure we maximise your Tax refund.

Full name	
Address	
Date of birth (DOB)	
Tax file number	
Contact number	
Email address	

### 1. Income

- Income Statements (formally known as Group Certificates & PAYG Payment Summaries)
- Eligible Termination Payments
- Did you receive interest income throughout the year?
- Did you receive any Dividend income throughout the year?
- Did you sell &/or transfer any investments throughout the year?
- Did you receive any Distribution from a Partnership or a Trust?
- Did you receive any Government payments throughout the year?
- Did you receive any Foreign income throughout the year?
- Did you receive any Business income throughout the year?
- Did you receive any Rental income throughout the year?

### 2. Rental Income/Investment Property checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Rental statements (incl. annual summary) | <input type="checkbox"/> Borrowing expenses                      |
| <input type="checkbox"/> Bank fees                                | <input type="checkbox"/> Cleaning and maintenance expenses       |
| <input type="checkbox"/> Interest on mortgage                     | <input type="checkbox"/> Insurance premiums                      |
| <input type="checkbox"/> Council rates                            | <input type="checkbox"/> Land tax details                        |
| <input type="checkbox"/> Water charges                            | <input type="checkbox"/> Depreciation schedule                   |
| <input type="checkbox"/> Agent's fees & Advertising fees          | <input type="checkbox"/> Purchase price and date (if applicable) |
| <input type="checkbox"/> Body corporate fees                      | <input type="checkbox"/> Selling price and date (if applicable)  |

**Please note:** This checklist only covers the most common items in a tax return. Should you wish to discuss this checklist or any other tax or accounting matter, please contact our office.



Tax agent  
68060005

03 9583 9583  
mail@nationaltaxation.com.au  
www.nationaltaxation.com.au  
2/1253 Nepean Hwy (PO Box 2551), Cheltenham VIC 3192  
ABN 63 665 545 130



### 3. Tax Deductions

This checklist contains a general list of employment-related deductions and should be used as a guide only. The results may vary depending on individual circumstances.

#### Three Golden Rules:

1. **You have spent the money yourself and you were not reimbursed**
2. **The expense was directly related to earning your income**
3. **You have a record to prove the expense**

Tax Deduction	Y/N	Amount
<b>Admission fees:</b> For lawyers and other professionals. Disallowed as capital cost.	No	
<b>Airport lounge membership:</b> Deductions to the extent used for work-related purposes.	Yes	
<b>Annual practising certificate:</b> Applies to professional persons and other contractors who must pay an annual fee to practice in their chosen field.	Yes	
<b>Bank charges:</b> Deductions are allowed if account earns interest. Not private transaction fees.	Yes	
<b>Bribes to government officials and foreign government officials:</b> Also exclude from the cost base and reduced cost base of CGT assets and cost of depreciating assets.	No	
<b>Briefcase:</b> If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.	Yes	
<b>Calculators and electronic organisers:</b> If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.	Yes	
<b>Car:</b> See <i>Travel</i> .		
<b>Child care fees</b>	No	
<b>Cleaning:</b> Of protective clothing and uniforms.	Yes	
<b>Clothing, uniforms and footwear</b>	Yes	
<b>Compulsory uniform:</b> Uniform must be unique and particular to an organisation (eg corporate uniform).		
<b>Non-compulsory uniform:</b> If on a register kept by the Department of Industry, Science and Tourism.		
<b>Occupational specific:</b> The clothing identifies a particular trade, vocation or profession (eg chefs and nurses).		
<b>Protective:</b> Must be used to protect the person or their conventional clothing. May include sunscreen.		
<b>Conventional clothing</b>	No	
<b>Club membership fees</b>	No	
<b>Coaching classes:</b> Allowed to performing artists to maintain existing skills or obtain related skills.	Yes	
<b>Computers and software:</b> Software is deductible if it costs less than \$300, otherwise deductible over 2.5 years. Except in-house developed software which is over five years (four years before 1 July 2015)	Yes	



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Tax Deduction	Y/N	Amount
<b>Conferences, seminars and training courses:</b> Allowed if designed to maintain or increase employee's knowledge, skills or ability.	Yes	
<b>Depreciation:</b> Tools, equipment, and plant used for work purposes for each item costing more than \$300. Items costing \$300 or less are deductible outright in the year of acquisition.	Yes	
<b>Donations:</b> You can only claim a tax deduction for gifts or donations to organisations that have the status of deductible gift recipients (DGRs).	Yes	
<b>Driver's licence:</b> Cost of acquiring and renewing.	No	
<b>Dry cleaning:</b> Allowed if the cost of the clothing is also deductible.	Yes	
<b>Education:</b> See <i>Self-education</i>		
<b>Election expenses of candidates:</b> No limit for Federal, State and Territory.	Yes	
Limit of \$1,000 for local government.		
<b>Employment agreements:</b> Existing employer (see TR 2000/5).	Yes	
Not available for new business/employer.		
<b>Fines:</b> Imposed by court, or under law of Commonwealth, State, Territory or foreign country (s26-5).	No	
<b>First Aid course:</b> Provided it is directly related to employment or business activities.	Yes	
<b>Gaming licence:</b> Hospitality and gaming industry.	Yes	
<b>Gifts of \$2 or more:</b> If made to approved "deductible gift recipient" body or fund.	Yes	
See ato.gov.au for a full list. Gifts to clients are deductible if employees can demonstrate a direct connection with earning assessable income.		
<b>Glasses and contact lenses (prescribed):</b> These would qualify as medical expenses. Deductible if "protective clothing".	No	
<b>Glasses and goggles:</b> Protective only.	Yes	
<b>Grooming</b>	No	
<b>HELP/HECS repayments</b>	No	
<b>Home office expenses:</b> Utility expenses (for example, heat, light, power and depreciation on depreciating assets). From 1 July 2020 you can claim a deduction of 80 cents for each hour you worked from home. This includes electricity, gas, decline in value and repair of home office furniture and furnishings, your phone costs, your internet costs, computer consumables and the decline in value of a computer.	Yes	
<b>Occupancy expenses:</b> For example, rent, insurance, rates and land tax.	Yes	
Deductible only to the extent that home or study is used for income-producing purposes.		
<b>Income continuance insurance:</b> Allowed only if the proceeds are assessable. Such as income protection insurance.	Yes	
<b>Insurance – sickness or accident:</b> When benefits would be assessable income.	Yes	
<b>Interest:</b> Allowed if money borrowed for work-related purposes or to finance income earning assets. Interest paid on underpayment of tax (eg: general interest charge) is deductible. Fines and administrative penalties are not deductible. Interest on capital protected loans deductible except for non-deductible capital protection component.	Yes	



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Tax Deduction	Y/N	Amount
<b>Internet and computer equipment:</b> Expenses allowed to the extent incurred in deriving individual's work-related income, carrying on a business or earning investment income (eg: share investing).	Yes	
<b>Laundry and maintenance:</b> Allowed if the cost of clothing is allowable (see Work related clothing). Reasonable claims of laundry expenses up to \$150 do not need written evidence, such as diary entries and receipts.	Yes	
<b>Legal expenses:</b> Renewal of existing employment contract.	Yes	
<b>Meals</b>		
Eaten during normal working day.	No	
Meals acquired when travelling overnight for work-related purpose.	Yes	
Meals when travelling (not overnight).	No	
Overtime meals: If allowance received under award.	Yes	
<b>Medical examination:</b> Only if from the referral of a work-related business licence.	Yes	
<b>Motor vehicle expenses:</b> See <i>Travel expenses</i> .		
<b>Newspapers:</b> Claims may be allowed in limited cases if the publication is directly related to income-producing activities.	No	
<b>Overtime meal expenses:</b> Only if award overtime meal allowance received.	Yes	
<b>Parking fees and tolls:</b> Includes bridge and road tolls (but not fines) paid while travelling for work-related purposes.	Yes	
<b>Photographs</b> (performing arts – with income producing purpose)		
Cost of maintaining portfolio.	Yes	
Cost of preparing portfolio.	No	
<b>Practising certificate:</b> Applies to professional employees.	Yes	
<b>Prepaid expenditure for tax shelter arrangements:</b> They must be spread over the period in which the services are provided.	Yes	
<b>Prepaid expenses:</b> Non-business individuals and SBE taxpayers claim is fully deductible if services are to be performed in period not exceeding 12 months.	Yes	
All other taxpayers must apportion claim over the period of service.		
<b>Professional association and membership fees:</b> Maximum of \$42 if no longer gaining assessable income from that profession. Up front joining fees are generally capital in nature so would not be deductible under. Annual deductions may also be available in the same year under where the criteria are satisfied.	Yes	
<b>Professional library (books, CDs, videos etc)</b> Established library (depreciation allowed)	Yes	
New books: Full claim if cost \$300 or less (includes a set if total cost is \$300 or less).	Yes	
New books: Depreciation if cost over \$300 (includes a set if total cost is more than \$300).	Yes	
<b>Protective equipment:</b> Includes harnesses, goggles, safety glasses, breathing masks, helmets, boots. Claims for sunscreens, sunglasses and wet weather gear allowed if used to provide protection from natural environment.	Yes	
<b>Removal and relocation costs</b> If paid by the employer, may be exempt from FBT, but deductible.	No	
<b>Repairs</b> (income producing property/or work-related equipment).	Yes	



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<b>Self-education costs:</b> Claims for fees, books, travel (see below) and equipment etc allowed if there is a direct connection between the course and the person's income earning activities.	Yes	
You generally can't claim the first \$250 of expenses for your self-education. However, that first \$250 can be offset against private expenses, eg: travel, child minding fees, etc.		
<b>Seminars</b> Including conference and training courses if sufficiently connected to work activities.	Yes	
<b>Social functions</b>	No	
<b>Stationery</b> (diaries, log books etc.)	Yes	
<b>Subscriptions</b>		
Publications If a direct connection between publication and income earned by taxpayer.	Yes	
Sports clubs.	No	
<b>Sun protection</b> Claims for sunglasses, hats and sunscreen allowed for taxpayers who work outside.	Yes	
<b>Superannuation contributions:</b> In the 2017 Federal budget, the Australian government removed the 10% maximum earnings restriction on the personal superannuation contributions tax deduction. This means you may be eligible to claim a personal super contributions tax deduction in this financial year (i.e. before 30 June 2019). This tax deduction could be as high as \$25,000, less any super contributed by your employer.	Yes	
No deduction is available for interest on borrowed monies used to finance deductible personal superannuation contributions.		
<b>Supreme Court library fees</b> Applies to barristers and solicitors if paid on annual basis.	Yes	
<b>Tax agent fees</b> (deduction can be claimed in the income year the expense is incurred).	Yes	
Travel and accommodation expenses if for travel to a tax agent or other recognised tax adviser to obtain tax advice, have returns prepared, be present at audit or object against an assessment.		
Cost of other incidentals if incurred in having tax return prepared, lodging an objection or appeal or defending an audit.		
<b>Technical and professional publications</b>	Yes	
<b>Telephones and other telecommunications equipment</b> (including mobiles, pagers and beepers.) Cost of telephone calls (related to work purposes).	Yes	
Installation or connection.	No	
Rental charges (if "on call" or required to use on regular basis).	Yes	
Silent telephone number.	No	
<b>Tools</b> (work related only) If cost is \$300 or less.	Yes	
If cost more than \$300, the amount would be depreciable, and the amount deductible equals to the decline in value).	Yes	
<b>Trauma insurance</b> If benefits capital in nature.	No	



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Tax Deduction	Y/N	Amount
<b>Travel expenses</b> Including public transport, motor vehicles and motor cycles, fares, accommodation, meals and incidentals.	Yes	
Travel between home and work.	No	
Where employee has no usual place of employment (eg: travelling salesperson).	Yes	
If "on call".	No	
If actually working before leaving home (eg: doctor giving instructions over phone from home. Note that this applies in limited circumstances only).	Yes	
Must transport bulky equipment (eg: builder with bulky tools).	Yes	
Travel from home (which is a place of business) to usual place of employment.	No	
Travel from home to alternate work place (for work-related purposes) and return to normal work place (or directly home).	Yes	
Travel between normal work place and alternate place of employment (or place of business) and return (or directly home).	Yes	
Travel between two work places.	Yes	
<b>Travel in course of employment:</b> Note substantiation rules.	Yes	
<b>Travel accompanied by relative</b> (may be allowed if relative is also performing work-related duties).	No	
<b>Union and professional association fees</b>	Yes	
<b>Vaccinations</b>	No	
<b>Watch:</b> Unless job specific such as a nurse's job watch.	No	

#### 4. Tax offsets and rebates

- Private health insurance tax statement (if available)
- Did you live in a remote area in order to carry out your occupation?
- Spouse contributions to superannuation
- Superannuation pension rebates

#### 5. Other

- Do you have a HELP/SFSS debt? If yes, current debt amount
- Did you have a spouse during the financial year? If so, please provide:  
 Name  DOB  Income

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- send us your documentation and we will organise an in person, Zoom or telephone appointment.



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