

Your Individual Checklist

The following checklist of income and expenses is not meant to be exhaustive; it is presented as a guide to the most common forms of income and expenses found by the average tax client. It is important to provide details of all incomes to the ATO and if you are unsure check with your tax agent.

INCOME (Please provide evidence)

- 1. Salary and Wage** – Copies of Payment Summaries. This can be provided by the ATO Portal.
- 2. Allowances, earnings, tips, directors fees**
- 3. Employee lump sum payments** – these are unused annual and long service leave paid out on termination of employment. This can be provided by the ATO Portal.
- 4. Employment termination payments (ETP's). This can be provided by the ATO Portal.**
- 5. Australian Government allowances and payments** – Newstart, Youth Allowance and Austudy payments – Copies of Payment Summaries. This can be provided by the ATO Portal.
- 6. Australian Government pensions and other allowances** – age pension, parenting payment (single) carer payment. This can be provided by the ATO Portal.
- 7. Australian annuities and superannuation income streams**
- 8. Interest** – Provide a list of accounts and interest earned on each, in particular whose name the account is in for apportionment. This can be provided by the ATO Portal.
- 9. Dividends (includes dividend reinvestments)**
- 10. Income from Partnerships and/or Trusts** – Provide the fund annual statement
- 11. Capital Gains** – From the sale of assets, for example investment properties & shares (please check with your accountant)

EXPENSES (Please provide evidence)

- 1. Work related car expenses**
 - Cents per kilometre method – Up to a maximum of 5000km (Require Diary/Log Book)
 - Logbook method (Require Log Book)
- 2. Work related travel expenses** – Includes airfares, accommodation, meals, car hire and incidentals.
- 3. Work related uniform and other clothing expenses**
 - Protective clothing and footwear
 - Compulsory uniform
 - Occupation specific clothing
 - Laundry expense
- 4. Work related self-education expenses** – Includes student union fees, books, stationary, depreciation and travel. Expenses that relate to:
 - Your work as an employee
 - Your receipt of Austudy, Abstudy or Youth allowance to study
- 5. Other work related expenses** – Examples include
 - Home office expenses – Please provide a diary with the number of hours.
 - Union fees
 - Telephone / Mobile phone
 - Overtime meal expenses (paid under an award)
 - Tools and equipment
 - Computer, software and internet usage
 - Sun protection and safety gear (sunscreen, sunglasses and hard hats)
 - Seminars and courses not at an educational institution
- 6. Other Deduction**
 - Interest deductions – must have interest income
 - Dividend deductions – must have dividend income
 - Gift or donations
 - Cost of managing tax affairs
 - Sickness and accident insurance premiums