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Tax, Planning, Consulting

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2012/13 Individual Tax Return Checklist

Your Checklist

- Claims for deductions ✓
- Receipts for deductions ✓
- Car claims and log books ✓
- Car record keeping ✓

Please review the information below and contact our office if you need assistance.

Tax saving strategies prior to 1 July 2013

A good strategy to reduce tax payable is normally to accelerate any income tax deductions into the current income year, which will reduce overall taxable income in the current year.

The tax rates for resident individual taxpayers for the **2012/13** income year are as follows (note that the tax rates will remain the same in the 2013/14 income year):

Income threshold	Tax payable
0 – \$18,200	Nil
\$18,201 – \$37,000	19% of excess over \$18,200
\$37,001 – \$80,000	\$3,572 + 32.5% of excess over \$37,000
\$80,001 – \$180,000	\$17,547 + 37% of excess over \$80,000
\$180,001 and over	\$54,547 + 45% of excess over \$180,000

Note: The Medicare levy of 1.5% generally applies in addition to these rates.

RWG 2013 individual income tax return checklist

Full Name	Mr/Mrs/Ms/Miss
Has your name changed since your last tax return?	YES/No If YES: previous name:
Tax File Number	
Date of birth	
Are you an Australian Resident	YES/NO/UNSURE
ABN (if applicable)	
Address	
Postal Address (Put 'as above' if the same)	
Has your address changed since your last tax return?	YES/NO; If YES, previous: (1) Address: _____ (2)Postal Address: _____
Telephone contacts	Mobile:
	Business Hours (work) :
	After Hours (home):
Email	
Occupation	
*Would you like to take out audit insurance?	YES/NO/I'd like further information
*Would you like a free no-obligation session with a financial planner	YES/NO/I'd like further information
Bank account details (ATO no longer send cheques for individual refunds)	BSB: ___ / ___ Account No. _____ Bank Name: _____ Account Name: _____
*Would you like to receive our e-newsletters?	YES/NO
*How did you hear about us?	Our webpage/Referral-word of mouth/Other _____

Please circle **YES** or **NO** for each of the items listed below and provide relevant details (if known) where prompted.

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 payment 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 a 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

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
- one-third of actual expenses method YES/NO
- 12% of actual cost 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) YES/NO
(please specify)

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

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L1. Tax losses of earlier income years YES/NO

Tax offsets/rebates – Please provide evidence

T1. Do you have a dependent spouse born on or before 30 June 1952? YES/NO

T2. Are you a senior Australian or pensioner? YES/NO

T3. Did you receive an Australian superannuation income stream? YES/NO

T4. Did you make superannuation contributions on behalf of your spouse? YES/NO

T5. Did you live in a remote area of Australia or serve overseas with the Australian
defence force or the UN armed forces in 2013? YES/NO

T6. Did you have net medical expenses over \$2,120 in 2013? YES/NO

T7. Did you maintain an invalid or carer dependant including your spouse, parent,
Parent-in-law, your or your spouse's child, brother or sister aged over 16 years old? YES/NO

T8. Are you entitled to claim the landcare and water facility tax offset? YES/NO

T9. Are you a mature age worker born before 1 July 1957 with
'net income from working' of less than \$63,000? YES/NO

T10. Other non-refundable tax offsets (please specify) YES/NO

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T11. Other refundable tax offsets (please specify) YES/NO

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Other relevant information

Medicare levy and Medicare levy surcharge

M1. Are you entitled to the Medicare levy exemption or reduction in 2013? YES/NO
(If yes, please specify):

.....

.....

M2. For the entire 2013 income year, were you and all of you dependants
(including your spouse) covered by the appropriate private health insurance hospital cover? .. YES/NO

Private health insurance policy details

Do you have the details of your private health insurance policy details YES/NO

If YES – please provide details below – which can be obtained from your private health insurance statement

Health insurance ID

Membership Number

Share of premiums paid in the financial year (**label J** on your statement).....

Share of government rebate received (**label K** on your statement).....

Benefit code (**label L** on your statement).....

Adjustments

A1: Were you under the age of 18 on 30 June 2013? YES/NO

A2: Did you become an Australian tax resident at any time during the 2013 income year? YES/NO

A2: Did you cease to be an Australian tax resident at any time during the 2013 income year? . YES/NO

A3: Did you make a non-deductible (non-concessional) personal super contribution in 2013? . YES/NO

A4: Did a trust or company distribute income to you in respect of which family trust
Distribution tax was paid by the trust or company? YES/NO

C1: Did you pay any tax within 14 days before the due date (e.g., HECS/HELP)? YES/NO

Income tests information

IT1: Do you have any total reportable fringe benefits amounts in 2013? YES/NO

IT2: Do you have any reportable employer superannuation contributions in 2013?..... YES/NO

IT3: Did you receive any tax-free government pensions in 2013?..... YES/NO

IT4: Did you receive any target foreign income in 2013?..... YES/NO

IT5: Did you have a net financial investment loss in 2013?..... YES/NO

IT6: Did you have a net rental property loss in 2013?..... YES/NO

IT7: Did you pay child support in 2013?..... YES/NO

IT8: Do you have dependent children in 2013? YES/NO

If yes, how many?

Spouse details – married or *de facto* (including same sex)

1. Did you have a spouse for the full year from 1 July 2012 to 30 June 2013? YES/NO

- If you had a spouse for only part of the income year, please specify the dates between 1 July 2012 to 30 June 2013 when you had a spouse:

From ____ / ____ / _____ to ____ / ____ / _____

2. Did your spouse die during the 2013 income tax year? YES/NO

3. What is your spouse's name and date of birth? (If you had more than one spouse during 2013, provide the name of your spouse on 30 June 2013 or your last spouse)

Name:

DOB:

4. Did your spouse (named above) have taxable income for the 2013 income year? YES/NO

If yes, what was the amount? \$.....

5. Did your spouse have a share of trust income on which the trustee is assessed under S.98 of the ITAA36 not included in your spouse's taxable income for 2013YES/NO

If yes, what was the amount? \$.....

6. Did a trust/company distribute income to your spouse in 2013 in respect of which family trust distribution tax was paid by the trust/company?.....YES/NO

If yes, what was the amount? \$.....

7. Did your spouse have reportable fringe benefits amounts for the 2013 income year?.....YES/NO

If yes, what was the amount? \$.....

8. Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2013 income year?.....YES/NO

If yes, what was the amount? \$.....

9. Did your spouse receive any exempt pension income in the 2013 income year?YES/NO

If yes, what was the amount? \$.....

10. Does your spouse have any reportable super contributions for the 2013 income year?.....YES/NO

If yes, what was the amount? \$.....

11. Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*?.....YES/NO

If yes, what was the amount? \$.....

12. Did your spouse receive any 'target foreign income' in the 2013 income year?YES/NO

If yes, what was the amount? \$.....

13. Did your spouse have a total net investment loss (i.e., the financial investment loss/rental property loss) for 2013YES/NO

If yes, what was the amount? \$.....

Income tax return checklist continued

14. Did your spouse pay child support during 2013..... YES/NO

If yes, what was the amount? \$.....

15. If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2013 income year which included a taxed element that does not exceed their low rate cap?.....YES/NO

If yes, what was the amount? \$.....

Other

1. Do you have a HECS/HELP liability or a student financial supplement loan debt? YES/NO

2. Do you have a loan with a private company or have such a loan amount forgiven? YES/NO
(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):

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3. Did you make a gain or loss from financial arrangements and wish to apply the TOFA

rules to bring them into account for tax purposes in the 2013 income tax year YES/NO

4. Did you receive any benefit from an employee share acquisition scheme? YES/NO

5. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child in 2013?..... YES/NO

– Did you or your spouse receive FTB through the Department of Human Services in 2013? YES/NO

Dated the day of20.....

.....
Signature of taxpayer

.....
Name (print)