

## 2023 INDIVIDUAL INCOME TAX CHECKLIST

### Personal Details

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

### Contact Details

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

### Bank Details (for the ATO if any refund is due)

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

By taking the time to gather all your receipts and complete our checklist/questionnaire with care, it will enable us to maximise your claims and complete your tax return efficiently all while ensuring you are well and truly covered should your return be subjected to an ATO review. Remember it is only once a year!

This year the ATO will be focussing on:

- **record-keeping** - you need to be able to satisfy the 3 golden rules (see below)
- **work-related expenses** – no “copy and paste” claims from last year and a hybrid working environment may mean fewer claims for cars, tolls, parking, and uniforms.
- **rental property income and deductions** – short-term rentals through Airbnb, Stayz, etc. need to be included.
- **capital gains from crypto, property and share sales** – do not forget to tell us about these as the ATO has sophisticated data matching happening here.

The main things to keep in mind as you complete the checklist/questionnaire are:

- You must have spent the money, and not have been reimbursed for the expense
- The expense must be directly related to you earning your income (i.e., it cannot be a private expense)
- You must have a record of purchase (i.e., a receipt).

In relation to substantiation, you are required to retain records for either 2 or 5 years from the date you lodge your return, depending on the complexity of your return. We often get asked if there is a minimum you can claim without receipts. Unfortunately, there are no automatic deductions, and a receipt or written evidence is required for all claims made.

|                                                       |                                                                                                                                                                  | Please circle.<br>Yes / No / NA<br><br>Enter the expense amount and<br>provide receipts for our review,<br>verification, and scanning. |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Dividends                                             | Provide a summary of each share or dividend statement                                                                                                            | Yes / No / NA                                                                                                                          |
| Trust Distribution from<br>Managed Fund/Private Trust | Provide annual taxation statement                                                                                                                                | Yes / No / NA                                                                                                                          |
| Cryptocurrency                                        | Provide details of all transactions for the year – trades, sales, exchanges, conversions, gifts, and usage.                                                      | Yes / No / NA                                                                                                                          |
| Sale of Shares or Property                            | Provide purchase, sale & DRP documents for shares.<br>Provide purchase & sale settlement statements & any other purchase & sale costs for the property.          | Yes / No / NA                                                                                                                          |
| Employee Share Shares                                 | Provide copies of the statement showing discount                                                                                                                 | Yes / No / NA                                                                                                                          |
| Foreign Income                                        | Provide details                                                                                                                                                  | Yes / No / NA                                                                                                                          |
| Work-Related Car Expenses<br>(Up to 5,000kms)         | Number of KM travelled                                                                                                                                           | KM                                                                                                                                     |
|                                                       | Do you have a logbook or diary to substantiate?                                                                                                                  | Yes / No                                                                                                                               |
| Work-Related Car Expenses<br>(Over 5,000kms)          | Work use %                                                                                                                                                       | %                                                                                                                                      |
|                                                       | Do you have a logbook or diary to substantiate?                                                                                                                  | Yes / No                                                                                                                               |
|                                                       | Is your logbook less than 5 years old and the % is still relevant?<br><b>A new logbook is required every 5 years or if the work use % changes significantly.</b> | Yes / No                                                                                                                               |
|                                                       | Did you purchase a new car this year? If so, provide an invoice for the new car, the sale details of the old car and new finance documents.                      | Yes / No                                                                                                                               |
|                                                       | Fuel                                                                                                                                                             | \$                                                                                                                                     |
|                                                       | Registration - RTA & Greenslip                                                                                                                                   | \$                                                                                                                                     |
|                                                       | Insurance                                                                                                                                                        | \$                                                                                                                                     |
|                                                       | Repairs e.g., services, tyres, batteries                                                                                                                         | \$                                                                                                                                     |
|                                                       | Lease expenses                                                                                                                                                   | \$                                                                                                                                     |
|                                                       | Interest (provide loan statements)                                                                                                                               | \$                                                                                                                                     |
|                                                       | Car washing                                                                                                                                                      | \$                                                                                                                                     |
| Work-Related Travel<br>Expenses                       | Flights                                                                                                                                                          | \$                                                                                                                                     |
|                                                       | Taxi fees / Uber fees                                                                                                                                            | \$                                                                                                                                     |
|                                                       | Tolls                                                                                                                                                            | \$                                                                                                                                     |
|                                                       | Parking fees                                                                                                                                                     | \$                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                     |                                                                                                                                             |                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                | Car hire                                                                                                                                                            |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Meals - overnight                                                                                                                                                   |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Accommodation - overnight                                                                                                                                           |                                                                                                                                             | \$                                                                                                    |
| Work-Related Uniforms                                                                                                                                                                                                                                                                                                                                                                                          | Non-compulsory uniforms that your employer has registered with AusIndustry.                                                                                         |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Compulsory uniform strictly enforced by your employer.                                                                                                              |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Occupation-specific clothing, e.g., Chef pants, not used for everyday use.                                                                                          |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Protective clothing & footwear, e.g., fire-resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel-capped boots, gloves, overalls, aprons. |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Laundering at home?                                                                                                                                                 |                                                                                                                                             | Yes / No                                                                                              |
| <b>Self-Education Expenses</b><br><br>For courses that will provide you with a formal qualification from a school, college, university of other place of education.<br><br>You must have met one of the 2 conditions to the right.<br><br>You cannot claim a deduction for self-education for a course that relates only in a general way to your current employment or will enable you to get new employment. | Name of course                                                                                                                                                      |                                                                                                                                             |                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                | K                                                                                                                                                                   | The self-education maintained or improved a skill or specific knowledge required for your work activities as an employee.                   | Select the letter that best describes your self-education when you incurred the expense.<br><br>K / I |
|                                                                                                                                                                                                                                                                                                                                                                                                                | I                                                                                                                                                                   | You could show that the self-education was leading to, or was likely to lead to, increased income from your work activities as an employee. |                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Tuition/course fees                                                                                                                                                 |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | How many weeks of the year did you do the course?                                                                                                                   |                                                                                                                                             | weeks                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Textbooks                                                                                                                                                           |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Computer/printer etc. (provide receipts)                                                                                                                            |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Office equipment (provide receipts) e.g., desks, filing cabinets                                                                                                    |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Internet (provide a monthly fee or total spending for the year and the approximate % used for study)                                                                |                                                                                                                                             | \$ per month<br>\$ per year<br>%                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Home office expenses (provide the number of hours per week that you studied at home)                                                                                |                                                                                                                                             | hours                                                                                                 |
| If you used your car to go to your place of education, provide a number of KM                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                     | KM                                                                                                                                          |                                                                                                       |
| Other Work-Related Expenses                                                                                                                                                                                                                                                                                                                                                                                    | Union fees                                                                                                                                                          |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Tools (provide all receipts)                                                                                                                                        |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Protective equipment e.g., safety glasses, safety vests, hard hats, sunhats, sunscreen                                                                              |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | COVID-19 tests taken for work purposes                                                                                                                              |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | Professional subscriptions/memberships                                                                                                                              |                                                                                                                                             | \$                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                     |                                                                                                                                             |                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                 |                |
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| <b>Working From Home (WFH)</b><br><br>New rules apply this year, and the ATO will no longer accept estimates if you wish to use the 67c "revised fixed rate".<br><br>When providing the total number of hours worked, please ensure you have evidence to support your claim, e.g., timesheets, rosters, your diary or other similar document.<br><br>You can also claim depreciation on the cost of equipment purchased, e.g., computers, if your employer did not provide these. | Please provide as much detail as possible below; we will calculate which method of Working From Home results in the best Tax Deduction for you. |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Total number of hours worked from home                                                                                                          | Hours          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Did you have a dedicated working space used exclusively for work purposes?                                                                      | Yes / No / NA  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | It was necessary for you to work from home because your employer didn't provide you with an alternative place to work from?                     | Yes / No / NA  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The total floor area of your house                                                                                                              | M <sup>2</sup> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The Total floor ear of your dedicated office area                                                                                               | M <sup>2</sup> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Computer expenses, e.g., printer cartridges, USBs, anti-virus software, other software, computer repairs                                        | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Mobile phone (provide monthly fee and the approximate % used for work)                                                                          | \$ per month % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Home phone (provide monthly fee and the approximate % used for work)                                                                            | \$ per month % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Internet (provide monthly fee and the approximate % used for work)                                                                              | \$ per month % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Stationery and computer consumables e.g., paper, pens, ink cartridges                                                                           | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Electricity (provide monthly fee and the approximate % used for work)                                                                           | \$ per month % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Cleaning costs if you had a dedicated work area                                                                                                 | \$ per month % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Office equipment (provide all receipts), e.g., desk, chair, phone                                                                               | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Computer equipment (provide all receipts), e.g., laptop, tablet, printer, phone                                                                 | \$             |
| Interest & Dividend Deductions                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Bank charges                                                                                                                                    | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Management fees & fees for investment advice                                                                                                    | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Interest charged on money borrowed to purchase investments                                                                                      | \$             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | If you used your car to go to your financial advisor, attend AGM's or attend seminars, provide a number of KMs .                                | KMs            |
| Donations                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Provide a list of donations (you cannot claim a donation if you received something in return e.g., raffle ticket)                               | \$             |
| Income Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Provide an annual taxation statement from insurer (if you do not have a request from your advisor)                                              | \$             |
| Tax Agent Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Provide details only of fees paid to a tax agent other than us.                                                                                 | \$             |
| Superannuation Contribution on Behalf of Spouse                                                                                                                                                                                                                                                                                                                                                                                                                                   | Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$40,000?                               | Yes / No / NA  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Provide details of the contribution paid.                                                                                                       | \$             |
| Superannuation Contribution                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Provide annual contribution statements from the superannuation fund.                                                                            | \$             |
| Private Health Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Please provide an annual statement showing the type of cover & days covered                                                                     | Yes / No / NA  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number of Dependants                                                                                                                            |                |



**Terms of Payment** Unless otherwise agreed, we require payment in full for all services before we can lodge any forms with the ATO or other governing bodies. You may pay your account by credit/debit card or in advance by direct credit into our bank account. Payment terms are strictly 7 days from the date of invoice. When an account is in arrears, TaxDigital will cease working on your files, until all arrears are up to date.

**Audit Protection** Please note that additional fees will apply if you engage us to assist in an audit, review, or investigation by the ATO or other government agency. You may wish to obtain Audit Protection insurance which will cover our fees in the event of an audit.

**Ownership of Documents** Unless agreed to the contrary, source documents such as receipts, invoices, and correspondence between the ATO and you, ATO notices of assessment, letters of advice and tax returns prepared by us remain your property. We reserve the right to make a copy and retain for our records. Our working papers and documents remain our property.

In the event of the termination of services, you are advised that we may invoke a lien over certain documents we have prepared, and we will hold these documents until all outstanding fees have been paid, or satisfactory agreements have been made. A lien is a right to hold certain documents or property until the debt incurred in respect of those documents or property has been paid.

**Confirmation of Terms** Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage TaxDigital as my Tax Agent and Accountant.

Name:

Signature & Date:

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