

## 2024 Quick Tax Return Checklist

The following checklist will help you gather the records and information we will need to prepare your income tax return for 2024.

If your total work expenses **exceed \$300** (excl car expenses and claims against certain travel expenses), you must have receipts to prove the full amount.

### Income Items

- ☐ **Income Statements or Payment Summaries for:**
  - ☐ Wages
  - ☐ Employee Termination Payments (ETP)
  - ☐ Superannuation pensions
  - ☐ Lump-sum payments
  - ☐ Government pensions and allowances
  - ☐ First home super saver payments
- ☐ **Interest & Dividends Received** (please provide statements).
- ☐ **Partnership of Trust Distribution Statements**
- ☐ **Managed Fund Statements**
- ☐ **Asset Sale and Purchase Documents** – for any assets acquired after 19 Sept 1985. Including:
 

|                |                 |
|----------------|-----------------|
| Shares         | Options         |
| Cryptocurrency | Land            |
| Collectables   | Rental property |
- ☐ **Rental Property Income & Expenses** – we recommend using our Rental Property Checklist
- ☐ **Any Other Income Incl. Foreign Income** (provide relevant details and documentation)

### Deductions

#### Motor Vehicle Costs

- ☐ If you used your car for work  
*(excl travel between home and work – some exceptions apply)*
  - A.** Provide an estimate of work-related kilometres or
  - B.** A list of car expenses and business use percentage from a logbook

The following costs may be deductible if you incurred them in connection with performing your duties at work:

#### Travel Costs

- |                                        |                                   |
|----------------------------------------|-----------------------------------|
| <input type="checkbox"/> Taxi's        | <input type="checkbox"/> Buses    |
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Meals    |
| <input type="checkbox"/> Trains        | <input type="checkbox"/> Parking  |
| <input type="checkbox"/> Car Hire      | <input type="checkbox"/> Airfares |

*(For each of the costs, provide the purpose of travel)*

#### Clothing and Laundry Expenses

- |                                       |                                              |
|---------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Uniform      | <input type="checkbox"/> Dry-cleaning        |
| <input type="checkbox"/> Home Laundry | <input type="checkbox"/> Sun Hats/Sunglasses |
| <input type="checkbox"/> Work Boots   | <input type="checkbox"/> Protective Clothing |

*(Please note that you cannot generally claim a deduction for ordinary clothing.)*

### How to Contact Us?

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### Work-related Self-education Expenses

- |                                            |                                              |
|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Course Fee's      | <input type="checkbox"/> Textbooks           |
| <input type="checkbox"/> Stationary        | <input type="checkbox"/> Student Union Fee's |
| <input type="checkbox"/> Internet \$ and % | <input type="checkbox"/> Home Office Hours   |

*(Please provide details of the education or course attended for each of the costs)*

### Other Work-related Expenses

- ☐ If you worked from home at all between 1 July 2020 and 30 June 2022, provide an estimate of hours worked from home.
- |                                            |                                                |
|--------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Computer software | <input type="checkbox"/> Conference / seminars |
| <input type="checkbox"/> Laptop / iPad     | <input type="checkbox"/> Home office           |
| <input type="checkbox"/> Internet          | <input type="checkbox"/> Stationary            |
| <input type="checkbox"/> Phone             | <input type="checkbox"/> Subscriptions         |
| <input type="checkbox"/> Professional fees | <input type="checkbox"/> Insurance             |
| <input type="checkbox"/> Tools & equipment | <input type="checkbox"/> Equipment repairs     |
| <input type="checkbox"/> Safety equipment  | <input type="checkbox"/> Sunscreen             |
| <input type="checkbox"/> Safety equipment  | <input type="checkbox"/> Equipment repairs     |
| <input type="checkbox"/> Union fees        |                                                |

### Interest & Dividend Deductions

- ☐ Interest on loans and other expenses for investments.

### Gifts or Donations

- ☐ Donations to registered Charities over \$2. Note that raffle tickets and lotteries are not tax-deductible even if run by a charity.
- ☐ Contributions to school building funds

### Cost of Managing Taxes & Insurances

- ☐ Tax Return Cost for last year (if not prepared by us).
- ☐ Ongoing Financial Planning fees (exclude initial costs).
- ☐ Income Protection insurance premiums.

### Other Information

- ☐ **Private Health Insurance Statement** if lodging before mid-August.
- ☐ **Spouse Superannuation contributions made by you** if your spouse's income was less than \$40,000.
- ☐ **Location(s) and period(s) lived in a Remote Area** or served with Overseas Forces for Zone Offset.
- ☐ **The amounts of any Tax-free Government Pensions** received & any Child Support Payments made by you.
- ☐ **Copy of your Spouse's Return** (if not being prepared by us)
- ☐ **Copy of your Tax Return for the Previous Financial Year** (if not prepared by us)
- ☐ **Your Bank Account Details** (BSB, Acct No, Acct Name). Please note, the ATO no longer issue refund cheques.

### Non-Deductible Items

- ☐ **Travel between Home and Work**  
Although you may want to claim some travel expenses in your tax return, travel between home and work is considered a private expense by the ATO.
- ☐ **Expenses Reimbursed by your Employer**  
you cannot claim a deduction if the cost was met or reimbursed by your employer.
- ☐ **Plain / Ordinary Clothing** You cannot claim a deduction for the cost of buying or cleaning plain clothing (e.g., black pants) worn at work, even if you only wear it to work and even if your employer tells you to wear it.
- ☐ **Education Expenses for a New Job** You cannot claim a deduction if your study is only related in a general way to your current job or is designed to help you get a new job.

