

2022 Individual Income Tax Return Checklist

If your correspondence details changed, please update with us.

Name of taxpayer: _____

Address: _____

Contact number: _____ Email: _____

Income Records

- PAYG payment summaries (Group Certificates)**
- Allowances, benefits, earnings, directors fees etc**
- Employer lump sum or termination benefits**
Including ETP Payment Summaries
- Pensions or Government allowances/payments**
Payment Summary Please.
- Capital Gains Tax Statement:** details of assets sold during the year e.g. shares, properties, including purchase, sale information and dates. For properties, we will also need agent's commission, legal fees, stamp duty and any repair/renovation costs that may have been spent over the life of the property but not claimed at that time.
- Investment statements**
Include dividend slips, interest notification (including bank interest), trust distributions, partnership distributions.
- Rental income details**
Include address of property, purchase date, date first rented and weeks the property was rented (or available to rent).
- Employee share scheme statements**
- Net business income as a sole trader**
- Foreign source income**
Include details of any foreign tax paid.

Expense Records

Work related expenditure

- Motor vehicle** - There are different ways of claiming for motor vehicle expenses. Most people make a claim based on a cents per km traveled for work related purposes, others claim a percentage (based on a 12 week logbook) of all of their expenses incurred during the whole financial year.
- Depreciable assets bought, e.g. laptop, iPad, tools**
- Work related travel expenses**

- Work related self-education** – student union fees, books, stationary, consumables, travel and depreciation.
- Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses**
- Professional memberships / Subscriptions** - Publications that relate to your income producing activities.

Investment property expenses

- A Tax Depreciation Schedule.** Depreciation can be a huge deduction. Speak to us about having one prepared for you if you don't already have one.
- Interest payment statements**
- Property Manager Annual Statements**
- Don't forget:** Council rates, water charges, body corporate fees, bank fees, repairs, pest control, cleaning, advertising, gardening/lawn mowing, legal costs for evictions, insurance premiums paid, land tax, and anything else you may have expended in running your rental property

Additional Information

- Personal superannuation contributions**
- Private health insurance tax statement.**
- Number of dependents.**
- Net medical expenses (for you, your spouse or your family) if have medical expenses relating to disability aids, attendant care and age care.**
- Donations**
- Medicare levy exemption.**
- Income protection insurance premiums**