

## 2016 INCOME TAX CHECKLIST

lient Name			Accountant			
Income Checklist to be Completed by Client			D2 Work Related Travel Expenses	YES	NO	
Please tick to indicate whether income received	YES	NO	(a) <u>Domestic</u> travel & <u>reasonable allowance</u>			
Salary or wages			Claim greater than reasonable allowance?			
Allowances, earnings, tips, director's fees etc			If yes, has receipts for all deductions claimed			
Employer lump sum payments			(b) <u>Overseas</u> travel & <u>reasonable allowance</u>			
Employment termination payments			Claim greater than reasonable allowance?			
Newstart, Youth Allowance, Austudy			If yes, has receipts for all deductions claimed			
Australian Government pensions and allowances			(c) <u>No travel allowance</u>			
Superannuation and annuities income streams			Has receipts for all deductions claimed			
Superannuation and annuities lump sums			(d) Travel for <u> 6 or more nights</u>			
Income from personal services			Has a travel diary			
Interest			(e) Taxis			
Dividends Please provide copies of statements			(f) Parking			
Employee share schemes			(g) Tolls			
(including prior year discounts where "cessation time" occurs this year)			(g) Train and bus fares			
Income from partnerships or trusts			D3 Work Related Clothing			
Income from managed funds (investments)			Protective clothing and footwear			
Income from your own business			Occupation-specific clothing			
Deferred losses from your own business			Compulsory uniform			
Sale of assets (shares, property, etc) Please provide details			Non-Compulsory uniform reg with AusIndustry			
of purchase and sale, including dates and amounts			Home laundry			
Farm management deposits or withdrawals			Dry cleaning			
Foreign income (including pensions)			Repairs and or alterations to uniforms			
Rental Income (please fill in rental checklist for each property)			D4 Work Self-education Expenses			
Life assurance or friendly society bonuses			Course Name			
Forestry managed investment scheme income			Location			
Other income not above (detail below)			Nexus between course and job while studying			
			Student union fees			
			Course fees (not HECS- HELP, HELP or SFSS)			
			Tuition fees (FEE-HELP, VET FEE-HELP, OS-HELP)			
			Textbooks			
			Stationery			
Deductions			Travel(incl meals if away from home overnight)			
D1 Work Related Car Expenses	YES	NO	Home Office & decline in value of the computer			
Rate per Km Up to Max 5,000			Course fees (not HECS- HELP, HELP or SFSS)			
No of kilometers travelled			Other Please give details:			
Log Book						
For the log book method please provide details of all car expenses		_				

D5 Other	Work Related Expenses	YES	NO	Tax Offsets YES	NO
Computer	expenses and software			T1 Senior and pensioner	
Depreciat	ion of computers and other equipment			T2 Australian superannuation income stream	
Home offi	Ce (0.45/hour for heating & lighting)			T3 Spouse superannuation contributions	
Internet a	ccess			T4 Live in remote zone/serve in overseas forces	
Overtime	meals			T5 Disability aids, attendent or nursing care expenses	
Stationary	/ andPostage			T6 Invalid and invalid carer	
Reference	books, technical magazines and journals			T7 Landcare and water facility	
Safety equ	uipment (hard hats, safety glasses & sunscreens)			T8 Other non refundable	
Seminars,	courses, conferences & workshops			T9 Other refundable	
Subscripti	ons			Bank account details - now required by ATO for all returns	
Telephone	e - home			Bank account details have been provided previously, or	
Telephone	e - mobile			Account name	
Tools and	equipment			BSB number	
Union fee	S			Account number	
Other Pleas	se give details:			Additional Items YES	NO
				Do you have a current will?	
Other Dec	ductions			Do you have a power of attorney?	
D6 Low	value pool deductions			Are you looking at estate planning?	
D7 Inte	rest deductions			Are you happy with your super performance?	
D8 Divi	dend deductions			Do you have life and risk insurance?	
D9 Gifts	s or Donations			Are you looking to buy or sell a rental property?	
D10 Cost	of Managing Tax, including GIC				
D11 Ded	uctiable amount for foreign pensions			Comments/Questions	
D12 Pers	onal superannuation contributions				
D13 Proj	ect pool deductions				
D14 Fore	estry managed investment schemes				
D15 Inco	me protection insurance				
Other - Ple	ease give details:				
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Other Info	ormation				
Medicare	Levy - No of dependant children				
Medicare	Surcharge - private hospital cover held, family covered				
<b>If covered</b> - fu	Il year, or number of days?				
Have Priv	ate health insurance statements provided			Additional to be provided	
Spouse - If	yes & we are not completing return complete spouse checklist				
Became o	r ceased being a <b>resident</b> during year				
Under <b>18</b>	years of age at 30 June 2016				
HELP or SI	FSS debt				
PAYG inst	alments credits				
Tax free g	overnment pensions				
_	port Paid/Received			PLEASE ATTACH SUPPORTING DOCUMENTS FOR ALL	
Target Fo	reign income			RELEVENT ITEMS	