

Individual Tax Return Checklist 2013

This checklist will assist Top Class Accounting in preparing your 2013 individual tax returns.

Further information may be required.

Full Name	
Tax File Number	
Contact Number	
Email address	
Date of Birth	
Current postal address	
Current residential address	
Bank Account details for refund	BSB: Account number: Account name:

Step 1	Provide a copy of the prior year return.
Step 2	Confirm that the details on the front cover of the prior year return are correct, including bank account details.
Step 3	Complete the checklist.
Step 4	Email copy of prior year return, completed checklist and attachments to michelle@topclassaccounting.com

Column 1: Indicate whether the item is applicable to you for the 2012/2013 financial year

Column 2: Indicate whether you have a receipt for document to substantiate the item or claim

Column 3: Indicate whether a document has been attached in respect of that item e.g. receipt, log book etc.

Individual Tax Return Checklist 2013

Tax Return Reference	Section of the Income Tax Return	Applicable 2012/13 Y / N	Do you have a receipt or document to substantiate this item? Y / N	Document Attached (Y or N)
Income				
1	Salary or wage Attach PAYG payment summaries.			
2	Allowances, earnings, tips, director's fees etc. Documents attached if not on payment summary			
3	Employer lump sum payments Details on attached payment summary			
4	Employment termination payments (ETPs) Attach ETP payment summaries and employer termination statements.			
5	Australian Government allowances and payments like Newstart, youth allowance and Austudy payment Attach Centrelink payment summary			
6	Australian Government pensions and other allowances Attach Centrelink payment summary			
7	Australian annuities and superannuation income streams Attach statement or details.			
8	Australian superannuation lump sum payments Attach details of recipient's age and amount of the lump sum payment.			
9	Attributed personal services income Obtain all payment summaries – personal services attributed income and details of any other personal services attributed to the taxpayer.			
10	Gross interest Attach bank details and the amount of interest received from 1 st July 2012 to 30 th June 2013			
11	Dividends Attach dividend statements for dividends received from 1 st July 2012 to 30 th June 2013			
12	Employee share schemes (ESS) Attach ESS statements for dividends received from 1 st July 2012 to 30 th June 2013			

Individual Tax Return Checklist 2013

Supplement Income or Loss				
13	<p>Partnerships and trusts</p> <p>Details of the partnership, trust or a managed investment trust fund payment.</p>			
14	<p>Personal services income (PSI)</p> <p>Are you a sole trader? If yes, and you received income predominantly (80% or more) from the one source and did not have a Personal Services Business Determination in place, please attached details of income and expense for this activity.</p>			
15	<p>Net income or loss from business</p> <p>Attach details of income and expenses for business activity for the year</p>			
16	<p>Deferred non-commercial business losses</p> <p>Do you have any carried forward business losses from previous financial years? Details should be in your previous tax return.</p>			
18	<p>Capital gains</p> <p>Did you have a Capital Gains tax event this financial year ? If yes, please provide a description of the asset, the purchase date, the purchase cost, date and amount of any expenditure incurred that forms part of the asset's cost base including eligible incidental costs, the sale date and the sale proceeds amount.</p>			
20	<p>Foreign source income and foreign assets or property</p> <p>Did you receive any foreign source income? Attach details of country, amount received, exchange rate utilised, foreign tax withheld.</p>			
21	<p>Rent</p> <p>Attach details of:</p> <ul style="list-style-type: none"> • Date the property was purchased, year it was first rented and any co-ownership details • rental income earned • interest charged on money borrowed for the rental property • details of other expenses relating to the rental property • details of any capital works expenditure to the rental property. • Attach depreciation schedule (if applicable) 			
24	<p>Other income</p> <p>Did you received any other benefit / income during the year that has not been included above. Examples include:</p> <ul style="list-style-type: none"> • a non-qualifying component of an ETP • lump sum payments in arrears • foreign exchange gains • royalties • scholarships, bursaries, grants • any assessable balancing adjustments on depreciating assets • jury service fees. 			

Individual Tax Return Checklist 2013

Deductions				
D1	<p>Work related car expenses</p> <p>Did you use your personal vehicle for work other than travelling to and from work? If yes, did you maintain a log book? If so please attach a copy of the log book pages or the following details:</p> <ul style="list-style-type: none"> • Opening odometer reading • Closing odometer reading • Business km travelled for the 12 weeks or period recorded in the logbook • Make and Model of motor vehicle • Engine size eg: 1.6 ltr <p>If you did not maintain a log book but you have a record of the total km travelled for work in a diary or another format, please attach the following details:</p> <ul style="list-style-type: none"> • Total Business km travelled (maximum claim using this method is 5,000km) • Make and Model of motor vehicle • Engine size eg: 1.6 ltr 			
D2	<p>Work related travel expenses*</p> <p>Did you incur any parking, tolls (not at your usual place of work) or do any domestic travel for work?</p> <p>(This generally requires you to sleep away from home) If you have receipts, attach details of expenses include meals, accommodation, car hire and incidentals (such as tolls, parking and hire of third party vehicles). If you receive a travel allowance and don't have any receipts, attach details on the number of nights spent in each city / town and the name of the city or town.</p> <p>Did you do any overseas travel for work?</p> <p>Attach documentary evidence as well as diary. Attach details of expenses (receipts must be kept for airfares & accommodation) and the number of nights spent in each country.</p> <p><i>*If no receipts have been kept a claim may still be available using the ATO daily limits</i></p>			
D3	<p>Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses</p> <p>Do you have a work uniform (industry specific or with company logo) or protective clothing? If yes, attach details of amount spent on clothing, dry cleaning or the number of washes you do at home a week.</p> <p><i>*Receipts not necessary for reasonable claims (eg home laundry) up to \$150 per year</i></p>			
D4	<p>Work related self-education expenses</p> <p>Did you do study related to your current employment? If yes, attach the name of the course and institution at which you are studying. Attach details of expenses eg: course fees, student union fees, books, stationery, consumables, travel and depreciation.</p>			
D5	<p>Other work related expenses</p> <p>Attach details of any other work related expenses you have incurred, including union fees, seminars, memberships or subscriptions, home office, telephone, tools, sun protection products, subscriptions, briefcase, calculator, computer expenses, new equipment (include date of purchase and business % of usage)</p>			

Individual Tax Return Checklist 2013

D7	Interest deductions If you have income at question 10, attach details of any expenses relating to this income.			
D8	Dividend deductions If you have income at question 11, attach details of any expenses relating to this income			
D9	Gifts or donations Did you make any donations to a registered charity? (This does not include donations where you received a tangible item from making the donation eg a pen) Attach details of the charity and the amount donated for the year.			
D10	Cost of managing tax affairs Did you pay to get your tax return prepared last year? If yes, attach the name of the tax agent and the amount paid.			
Supplement Deductions				
D12	Personal superannuation contributions Attach details of any personal super contributions made if self-employed.			
D15	Other deductions Attach details of any other deductions eg: income protection insurance premiums.			
Losses				
L1	Tax losses of earlier income years Details should be on previous tax return if applicable			
Tax Offsets				
T1	Spouse (without dependent child or student), child-housekeeper, or housekeeper Do you have a dependent spouse (de facto or married no dependent children), a child-housekeeper, or a housekeeper? If yes, attach details of the net income of the dependent.			
T5	Private health insurance Do you have private health insurance? Attach the annual health fund statement received from your private health insurer			
T6	Education tax refund As part of a 2012 Budget measure the Education tax refund was replaced by a payment called the "Schoolkids Bonus" – this will be received by those that would have been eligible for the education tax refund.			
Supplement Tax Offsets				
T7	Superannuation contributions on behalf of your spouse Did you make a superannuation contribution on behalf of your spouse and the spouse's assessable income and reportable fringe benefits does not exceed \$13,800? If yes, attached details of the payment (Fund and amount contributed)			
T8	Zone or overseas forces Did you lived or worked in a remote or isolated area of Australia, or served overseas as a member of Australia's Defence Forces? If yes, attach details of the location and number of days.			

Individual Tax Return Checklist 2013

T9	<p>20% tax offset on net medical expenses over the threshold amount</p> <p>Did you have out of pocket medical expenses exceeding \$2,120? If yes, attach details of expenses paid (gross amount) and any rebates received from Medicare or private health insurance.</p>			
T10	<p>Dependent relative</p> <p>Do you have a dependent relative etc. who resides in Australia and is a dependent maintained by you? If yes, include details of their relationship to you and their net income (if any)</p>			
Medicare Levy Related Items				
M2	<p>Medicare levy</p> <p>Include names and dates of birth for any dependent children.</p> <p>1. Name: _____ DOB: _____</p> <p>2. Name: _____ DOB: _____</p> <p>3. Name: _____ DOB: _____</p> <p>4. Name: _____ DOB: _____</p> <p>5. Name: _____ DOB: _____</p>			
Flood Levy Exemption				
	<p>Have you;</p> <ul style="list-style-type: none"> • been affected by a natural disaster and • wishes to claim an exemption from paying flood levy? 			
Spouse				
	<p>Spouse details</p> <p>Full Name of spouse: _____</p> <p>Did you have the above spouse for the full financial year? If no include dates: ___/___/___ to ___/___/___</p> <p>Spouse's taxable income: \$ _____</p> <p>Other income for income testing purposes: (FBT, additional super, tax-free pensions, rental & investment losses, child support)</p> <p>\$ _____</p>			
Income Tests				
IT3	<p>Tax-free government pensions</p> <p>Did you receive a pension which you do not need to pay tax on? If yes, attach details</p>			
IT7	<p>Child support you paid</p> <p>Did you pay child support during the year? If yes, attach the total amount of child support that you paid during the 2013 income year.</p>			

