

tax return checklist | 2008/09

2009 — Individual Tax Returns

Income

- ☐ Gross salary, wages, allowances, benefits, earnings, tips and director's fees
- ☐ Income from business activities
- ☐ PAYG payment summary amounts
- ☐ Any non-cash benefits received
- ☐ Lump sum and termination payments [All documentation should be provided, including an ETP payment summary from the employer or fund]
- ☐ Government social security payments, including pensions, unemployment and sickness benefits
- ☐ Capital gains from CGT asset sales (e.g. shares and real estate) [Information relating to dates and costs associated with acquisition and disposal will be required to determine the capital gain (if any). Remember that individuals, companies, trusts and superannuation funds can save tax if they qualify for the various CGT concessions]
- ☐ Annuities, including account based pensions
- ☐ Income from trusts and partnerships [Statements of distribution should be provided]
- ☐ Rental income
- ☐ Interest and dividends (franked or unfranked) including any tax deducted [Dividend distribution statement will be required to confirm the dividend received]
- ☐ Foreign source (employment and pension) income [Details of any foreign tax paid will be required]
- ☐ Personal services income [Individual contractors who operate through a company or trust can potentially be taxed personally on the income instead of income being taxed at the company or trust level]

Deductions

- ☐ Investment and property expenses [Carefully detail interest claims]
- ☐ Professional subscriptions (not including sporting or social clubs)
- ☐ Expenditure records related to a taxpayer's employment, such as work-related motor vehicles, self-education, protective clothing, uniform expenses and home office expenses
- ☐ Donations of \$2 and over, depending on the recipient
- ☐ Superannuation contributions made by self-employed persons and those without employer superannuation support
- ☐ Tax agent's fees and other accounting and tax audit fees associated with managing tax affairs
- ☐ Special deductions (e.g. Australian films, investment shelters and forestry-type schemes)
- ☐ Bank fees (where the credit or deposit represents assessable income)
- ☐ Un-recouped prior year losses

- ☐ Non-commercial losses [Individuals must satisfy one of four tests to offset losses from certain non-commercial business activities against other income. A prime example is an employee who seeks to offset hobby-type farming or other business losses against salary or investment income]
- ☐ Sickness and accident insurance premiums, provided the premium incurred is against the loss of income

Rebates

- ☐ Details of private health insurance, unless the premium is net of the rebate [Statement from health insurance provider will be required to determine entitlement to rebate]
- ☐ Details of superannuation contributions where no tax deduction can be claimed (maximum rebate of \$540 for \$3,000 superannuation spouse contribution)
- ☐ Any changes in dependants [Income of spouse will be required]
- ☐ Details of any income received in a lump sum which was accrued in earlier income years (e.g. assessable pensions)
- ☐ Details of medical expenses where the total exceeds \$1,500 [Tax offset of 20% available]
- ☐ Superannuation co-contributions for contributions made by eligible employees [Assessable income must be less than \$60,342]
- ☐ Education Rebate- eligible education expenses

Note: Low income taxpayers with a dependent child (under 21) or qualifying dependent student should check to see if they are eligible for Family Tax Assistance.

2009 — Companies, Partnerships, Trusts and Other Businesses

Income

- ☐ Trading income
- ☐ Other income (e.g. rent, interest, royalties)
- ☐ Stock on hand (and basis of valuation) — note any obsolete stock
- ☐ Work in progress
- ☐ Primary producer subsidies (if assessable)
- ☐ Capital gains from CGT assets sold (e.g. real estate) [Documentation should include dates and costs associated with acquisition and disposal]
- ☐ Dividends [Details of any franking credits will be required]
- ☐ Income from foreign sources [Details of foreign tax paid will be required]

Deductions

- ☐ Losses can no longer be transferred between group companies
- ☐ Repairs and maintenance (not capital)
- ☐ Salaries, including fringe benefits
- ☐ Fringe benefits tax paid
- ☐ Rates, land taxes and insurance premiums
- ☐ Advertising expenses
- ☐ Interest on borrowed monies
- ☐ Deductions relating to foreign-source income are only deductible against foreign income of a similar class
- ☐ Prepayments are no longer immediately deductible, unless under \$1,000 or required to be prepaid by law
- ☐ Retirement payments and golden handshakes
- ☐ Bad debts actually written off during the year
- ☐ Donations of \$2 and over, depending on the recipient
- ☐ Commissions
- ☐ Legal expenses (not capital)
- ☐ Lease expenses for motor vehicles, premises and equipment
- ☐ Losses from previous years
- ☐ Superannuation contributions
- ☐ Subscriptions
- ☐ Car expenses [Remember to include petrol, repairs and parking and maintain a log book where necessary]
- ☐ Tax agent's fees and other accounting and tax audit fees
- ☐ Royalties paid [Only deductible where withholding tax has been paid]
- ☐ Travel expenses [Details of the purpose and destination of any interstate or overseas trip should be provided. Expenses must be fully documented where travel involves at least one night away from home. Travel diaries should be included where travel exceeds five nights]
- ☐ Eligible research and development expenditure by registered R&D company
- ☐ Bank fees (where the credit or deposit represents assessable income)
- ☐ Borrowing costs which are deductible over the shorter of five years or the life of the loan/facility
- ☐ Blackhole expenditure which may be deductible over five years

Liabilities

- ☐ New loans taken out during the year and their purpose, including any new lease or hire purchase agreements
- ☐ Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year
- ☐ Provisions for long service leave and annual leave
- ☐ Creditors on hand at the end of the financial year
- ☐ Details of loan accounts to directors, shareholders, beneficiaries and partners
- ☐ Accrued expenses (e.g. audit fees, interest payments and bonuses) and unearned revenue
- ☐ Commercial debts forgiven

Assets

- ☐ Details of depreciable assets acquired and/or disposed of during this income year, including:
 - type of asset
 - date of acquisition/ disposal
 - consideration received/paid
- ☐ Details of CGT assets acquired, including the purchase price and other related costs
- ☐ Lease commitments
- ☐ Debtors on hand at the end of the financial year
- ☐ Commercial debts forgiven
- ☐ Division 7A interest and repayments made on any prior year loans to shareholders and associates

Other Information Required

- ☐ Franking account details/movements
- ☐ Overseas transactions with related parties
- ☐ Exchange gains/losses
- ☐ Private companies — remuneration or loans to directors, shareholders and their relatives
- ☐ Changes to the capital of the company
- ☐ Whether family trust elections have been made in relation to trusts
- ☐ Consider if a group of companies should consolidate for tax purposes

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