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Check List for Personal Tax Returns

Client Name:		
	Initial	Date
Interviewer:		

Please tick where applicable & provide all relevant documentation

ITEM	SECTION OF THE INCOME TAX RETURN	N/A	Yes	Waiting
INCOME				
1	Salary or wages			
2	Allowances, earnings, tips, director's fees etc.			
3	Employer lump sum payments			
4	Employment termination payments (ETPs)			
5	Australian Government allowances and payments like Newstart, youth allowance and Austudy payment			
6	Australian Government pensions and other allowances			
7	Australian annuities and superannuation income streams			
8	Australian superannuation lump sum payments			
9	Attributed personal services income			
10	Gross interest			
11	Dividends			
12	Employee share schemes (ESS)			

NOTES:

ITEM	SECTION OF THE INCOME TAX RETURN	N/A	Yes	Waiting
SUPPLEMENT INCOME OR LOSS				
13	Partnerships and trusts			
14	Personal services income (PSI)			
15	Net income or loss from business			
16	Deferred non-commercial business losses			
17	Net farm management deposits or repayments			
18	Capital gains			
19	Foreign entities			
20	Foreign source income and foreign assets or property			
21	Rent			
22	Bonuses from life companies and friendly societies			
23	Forestry managed investment scheme (FMIS) income			
24	Other income			
DEDUCTIONS				
D1	Work-related car expenses			
D2	Work-related travel expenses			
D3	Work-related uniform, occupation specific or protective clothing, laundry and dry-cleaning expenses			
D4	Work-related self-education expenses			
D5	Other work-related expenses			
D6	Low-value pool deduction			
D7	Interest deductions			
D8	Dividend deductions			
D9	Gifts or donations			
D10	Cost of managing tax affairs			
SUPPLEMENT DEDUCTIONS				
D11	Deductible amount of undeducted purchase price of a foreign pension or annuity			
D12	Personal superannuation contributions			
D13	Deduction for project pool			

NOTES:

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SUPPLEMENT DEDUCTIONS				
D14	Forestry managed investment scheme (FMIS) deduction			
D15	Other deductions			
SUPPLEMENT LOSSES				
L1	Tax losses of earlier income years			
SUPPLEMENT TAX OFFSETS				
T1	Senior Australians and pensioners (includes self-funded retirees)			
T2	Australian superannuation income stream			
T3	Superannuation contributions on behalf of your spouse			
T4	Zone or overseas forces			
T5	Total net medical expenses for disability aids, attendant care or aged care			
T6	Invalid and invalid carer			
T7	Landcare and water facility			
T8	Early stage venture capital limited partnership			
T9	Early stage investor			
T10	Other non-refundable tax offsets			
T11	Other refundable tax offsets			
MEDICARE LEVY RELATED ITEMS				
M1	Medicare levy reduction or exemption			
M2	Medicare levy surcharge (MLS)			
	Private health insurance policy details			
ADJUSTMENTS				
A1	Under 18			
A2	Part-year tax-free threshold			
A3	Government super contributions			
A4	Working holiday maker net income			
A5	Amount on which family tax distribution tax has been paid			
C1	Credit for interest on tax paid			
	HECS / HELP Debt as at 30 June: \$			

NOTES:

ITEM	SECTION OF THE INCOME TAX RETURN	N/A	Yes	Waiting
INCOME TESTS				
IT1	Total reportable fringe benefits amount			
IT2	Reportable employer superannuation contributions			
IT3	Tax-free government pensions			
IT4	Target foreign income			
IT5	Net financial investment loss			
IT6	Net rental property loss			
IT7	Child support you paid			
IT8	Number of dependent children			
Other	Spouse details – married or de facto			
REMINDER				
Have you compared the pre-filled information provided by the client on the ATO portal with other information used to prepare the client's tax return and reconciled any differences?				

NOTES: