



2021 Income Tax Return Checklist - Individuals

Client Name: _____ Email: _____

Phone no: _____

INCOME

	Category	Y/N	Document	Notes
1	Salary or wages		Single Touch Payroll reported to myGov and Tax Agent Portal	
2	Allowances, earnings, tips, director's fees		Bank records, other corro	
3	Employment termination payments		ETP statements	
4	Pensions, annuities, Centrelink payments incl JobSeeker		PAYG group certificates, tax statements	
5	Superannuation lumpsums		Stmt from Payee	
6	Interest received		Bank statements showing interest and taxes withheld	
7	Dividends received		Dividend notices	
8	Trust/partnership distributions		Tax stmt	
9	Employee share schemes		Employee share scheme stmt	
10	Rental income		Details of income and expenditure	
11	Business income		Details of income and expenditure	
12	Capital gain – did you make a capital gain or loss this year?			
13	Other income		Details	
14	Foreign income		Details	

DEDUCTIONS

	Category	Y/N	Document	Notes
1	Work related car		Mileage only applicable if using own vehicle for work purposes (not home to work and back)	
1.1	Did you maintain a logbook for 12 consecutive weeks?		Details	
2	Work related travel		Travel related to employment (flights, accom, uber etc)	
2.1	Did you maintain a travel diary?		Details	
3	Uniform and laundry		Provide details (uniform is limited to occupation specific clothing or company logo'd clothing. Normal attire does not qualify.	
4	Self-education		Details of course studied, education provider and costs incurred	
5	Other work related		Licenses, union dues, subscriptions, computer expenses, mobile, internet and stationery.	
6	Working from Home		Hours working from home and expenses incurred for equipment for home office.	
7	Interest expenses		Interest on investment loans	
8	Gifts and donations		Donation receipts	

