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# INDIVIDUAL TAX RETURN CHECKLIST

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Full name	
Address	
Resident country	
Telephone	
Email address <i>(for our records only)</i>	
Your occupation	
Date of birth	
Spouse's name	
Spouse's date of birth	
Spouse's address (if different)	
Period that you had a spouse during the year	to
Do you have any dependent children?	Number:
<b>The ATO will only use electronic funds transfer to give refunds and early interest on payments. Please provide the following information.</b>	
Account name	
BSB number	
Account number	

*Please provide your spouse's details if we do not prepare his or her income tax return:*

Spouse's taxable income	
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## 2024 FINANCIAL YEAR INDIVIDUAL TAX RETURN INFORMATION

### INFORMATION WE REQUIRE TO COMPLETE YOUR 2024 TAX RETURN

We receive information from the ATO via the Tax Agent Portal for your wage & salary income, investment income and private health insurance details. This information is not always complete and we ask you check your return carefully once prepared.

*Please bring to your appointment or email to us at [accountant@shepard.com.au](mailto:accountant@shepard.com.au) the below information (if applicable).*

### OTHER INCOME & RELATED EXPENSES

- **Interest, Dividend and other Investment Income.**

Any deductions relating to interest, dividends and other investment income:

- Interest on loans
- Subscriptions to investment publications
- Software
- Stationery
- Equipment

- **Rental Income.** The EOFY rental income statement for your property or proof of income if you do not use a property manager.

Any deductions relating to the rental that you have paid directly:

- Council rates, water rates, land tax, insurance, repairs and maintenance, body corporate, advertising, gardening etc.
- Loan interest paid
- Depreciation reports from Quantity surveyors

- **Crypto Currency.** If you have purchased or sold any crypto currency during this financial year. A tax report from CoinSpot or other source helps.

- **Capital Gains.** Details of any other investments sold including shares, properties (not main residence):

- Purchase and cost details of these investments

- **Business/ Contractor Income.** Any income derived from your ABN.

Any deductions relating to your ABN income. Motor vehicle, purchases, insurance, interest, telephone, tools, equipment, protective clothing, training, etc.

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## SALARY & WAGES INCOME

Your Income Summaries and Payment Summaries will be available to us via the ATO Tax Agent Portal. You can also view these documents via your MyGov account.

## WORK RELATED EXPENSES

- **Vehicle and travel expenses** you incur when you travel in the course of performing your work duties. This does not include travelling to and from your home to your workplace.
- **Clothing, laundry and dry-cleaning expenses.** You can claim a deduction for the cost of buying and cleaning occupation-specific clothing, protective clothing and unique, distinctive uniforms.
- **Self-education expenses.** You may be able to claim a deduction for self-education expenses if your self-education relates to your current work activities as an employee.
- **Tools, equipment and other assets.** If you buy tools, equipment or other assets to help earn your income, you can claim a deduction for some or all of the cost. If you use the tools for both work and private purposes, you will need to apportion the amount you claim i.e. if you have a computer that you use for private purposes for half of the time you can only deduct 50% of the cost.
- **Home Office expenses.** If you're an employee who works from home, you may be able to claim a deduction for expenses you incur relating to that work. *Please provide the below information for the period 01.07.23 – 30.06.24, so we can determine the best deduction for you:*
  - Hours worked from home (a diary should be kept)
  - Telephone cost + percentage used for work
  - Internet cost + percentage used for work
  - Any other purchases or costs associated with working from home (i.e. computer equipment, stationery etc.)
- **Other work-related deductions.** Generally, if you need to spend money as part of your income producing activities, you may be able to claim a deduction for the expense.
- **Occupation and industry specific.** This may include memberships specific to your industry.

Details of work-related deduction	Amount \$

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## OTHER DEDUCTIONS

- **Cost of managing tax affairs.** We will automatically include our fees, but if you have paid any other accounting fees in the relevant FY you should advise us of the amounts.
- **Gifts and donations.** Organisations entitled to receive tax deductible gifts are called 'deductible gift recipients' (DGRs). You can only claim a tax deduction for gifts or donations to organisations that have DGR status.
- **Personal super contributions.** Please advise us if you made personal superannuation contributions during the year to a complying super fund or a retirement savings account (RSA). If you want to claim (or vary) a tax deduction for personal contributions, you must provide a valid notice of intent to your super fund. You must have this notice acknowledged (in writing) by your fund.
- **Income protection insurance.** A notice should be received with the deductible component.

## CLIENT QUERIES

Please detail below any questions you would like us to answer, or any information you consider relevant and not shown elsewhere.

Taxpayers must keep records for five years from lodgement of the relevant tax return including evidence substantiating deductions claimed (such as receipts or invoices, logs, etc).