

## 2018 Individual Tax Return Checklist

Name of Client

Tax File No (TFN)

### **Instructions:**

Where relevant, double-click on the check boxes and select "Checked"

The following income tax return checklist should be completed in conjunction with the preparation of tax reconciliation return work papers. The checklist provides a general list of major issues that should be addressed, to provide guidance in the preparation of the income tax return.

The questions are relevant for the Individual return; and are general guidance only.

**The checklist is not designed to be an exhaustive list of all issues that may warrant consideration.**

**The preparer should also consider whether there are specific circumstances relating to the client that are not covered in the checklist.**

- Step 1**            Obtain a copy of the Prior Year Return including all work papers and assessment notice.
- Step 2**            Confirm that the front cover of Prior Year Return has not altered, including bank account details. Check any points brought forward from last year workpapers (where applicable).
- Step 3**            Review all correspondence from the last 18 months; and consider any issues that may have arose during the period that would impact the current year income tax return.
- Step 4**            Complete the Checklist.

### **Preparer and reviewer sign-off:**

The attached checklist has been appropriately completed and all issues raised have been appropriately dealt with.

Preparer Name

Preparer Signature

Reviewer / Tax Agent Name

Reviewer/ Tax Agent Signature

Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
<b>Income</b>				
1	<p><b>Salary or wage</b></p> <p>Did the client receive salary or wage income? If so: Obtained PAYG payment summaries; checked ATO pre-filled information; and if applicable checked for paid parental leave payments?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p><b>Allowances, earnings, tips, director's fees etc.</b></p> <p>Did the client receive these items? If so: Obtained and recorded all applicable items (including Amount A and/or Amount B from PAYG statements)?</p> <p><b>Note:</b> Receipt of an allowance does not automatically entitle an employee to a deduction for expenditure to which the allowance relates (e.g. tool allowance).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p><b>Employer lump sum payments</b></p> <p>Were there any lump sum payments made by the employer during the year? If so, obtained and recorded all items?</p> <p><b>Note:</b> Check PAYG payment summaries and correspondence and documentation from the client, for this information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p><b>Employment termination payments (ETPs)</b></p> <p>Were there any ETPs made by the employer during the year? If so, obtained and recorded all items?</p> <p><b>Note:</b> Check the PAYG payment summaries for this information. Also, obtain a copy of a statement of termination from the client's employer and any other documentation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><b>Australian Government allowances and payments like Newstart, youth allowance and Austudy payment</b></p> <p>Did the client receive these items? If so: Obtained and recorded details of all youth allowances, Newstart, sickness allowance or special benefit, or other educational or training allowances?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p><b>Australian Government pensions and other allowances</b></p> <p>Did the client receive these items? If so: Obtained and recorded details of all applicable items?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p><b>Australian annuities and superannuation income streams</b></p> <p>Did the client receive these items? If so: Obtained and recorded all details of applicable items, including taxed and untaxed element components of pension?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p><b>Australian superannuation lump sum payments</b></p> <p>Did the client receive these items? If so: Obtained and recorded all applicable details, including details of recipient's age and amount of the lump sum payment, and taxed and untaxed element components?</p> <p><b>Note:</b> Superannuation lump sums paid from a taxed source to a person aged 60 or over are tax free. Lump sums paid to persons under 60 are still taxable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9	<p><b>Attributed personal services income</b></p> <p>Has the client received personal services income (eg contracting their services)? If so, Obtained and recorded all payment summaries – personal services attributed income and details of any other personal services attributed to the taxpayer?</p> <p><b>Note:</b> consider application of the personal services income (PSI) attribution rules in relation to any income derived by an interposed entity that is personal services income (PSI) of the individual. NB PSI is included in the individual's personal income tax return. PSI is income that is mainly a reward for an individual's personal efforts or skills)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p><b>Gross interest</b></p> <p>Did the client receive any interest income during the year; and details have been obtained and recorded on the return?</p> <p><b>Note:</b> Interest that is received or credited in a year is taxable. Care should be taken to gross interest up where TFN withholding tax has been deducted. Further, any foreign source income should be recorded at that label instead.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p><b>Dividends</b></p> <p>Did the client receive any dividend income during the year; and details have been obtained and recorded on the return?</p> <p><b>Notes:</b></p> <p>Where the dividends are franked ensure that the franking credits have been recorded in assessable income.</p> <p>Where dividends were paid as part of a dividend reinvestment plan, these dividends must also be recorded as dividend income. Any bonus shares will need to be reviewed for any assessable amounts.</p> <p>Check for any applicable withholding tax deducted.</p> <p>Also consider any applicable deemed dividends such as under Division 7A.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Employee share schemes (ESS)</b></p> <p>Has the client received an <i>employee share scheme statement</i>; <i>employee summary document</i> for the year; and/or has there been a 'cessation time' or event that occurred during the year in relation to the ESS held by the employee? If so, Obtained and recorded details in the return?</p> <p><b>Notes:</b></p> <p>The discount given on the 'ESS interest' (being a share or a right to acquire a share) under the ESS is assessable for taxation purposes unless the deferral concession applies. This assessable discount may be reduced by \$1,000 where certain conditions apply.</p> <p>Where certain conditions are met in relation to the terms of the ESS the assessable discount may be deferred until a later income year.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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13	<p><b>Partnerships and trusts</b></p> <p>Has the client received partnership, trust or a managed investment trust fund payments / distributions during the year? And if so, Obtained and recorded details and type of income received and any tax credits?</p> <p><b>Notes:</b></p> <p>Where the client is a beneficiary in a Trust, check if the client is presently entitled to a trust distribution for the year. Ensure that the distribution is recorded at the correct labels in the tax return, eg primary production, non-primary production, franking distributions (Label 13); and capital gains (Label 18); and foreign income (Label 20). Consider each component of the trust distribution and the taxation implications (eg take care re tax-free and tax deferred distributions). Further, check that the amount recorded in the return agrees back to any distribution statement/ Trust tax return, including the various components.</p> <p>Trustees of closely held trusts are required to withhold amounts from distributions to individual beneficiaries who have not provided their TFN. Beneficiaries who have had amounts withheld from their trust distributions can claim a credit under this label.</p> <p>Where the client is a partner in a partnership, check any partnership agreement or other documents to confirm the share of the partnership's net income to record in the client's income tax return. See Taxation Ruling TR 2005/7. Further, check that the amount recorded in the return agrees back to any distribution statement/ Partnership tax return, including the various components.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplement Income or Loss</b>				
13	<p><b>Partnerships and Trusts continued...</b></p> <p>Ensure details of partnership and trust share of net small business income less deductions attributable to that income are completed.</p> <p><b>Notes:</b></p> <p>From 2016-17, an individual is entitled to a tax offset (max \$1,000) of 8% of the tax payable on the portion of their income that is:</p> <ul style="list-style-type: none"> <li>• net small business income from sole trading activities</li> <li>• share of net small business income from a partnership or trust</li> <li>• other amounts received because the individual is a partner or beneficiary in a small business entity, such as farm management repayments.</li> <li>• NB The small business threshold for the purposes of this offset is \$5M aggregated turnover.</li> </ul> <p>The ATO will work out the offset based on the total net small business income reported in the individual income tax return.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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14	<p><b>Personal services income (PSI)</b></p> <p>Is the client a sole trader? Did the client receive personal services income? If this is the case, obtained details and completed the P1 <i>Business and Professional items</i> schedule? (assuming the client does not have a Personal Services Business Determination in place).</p> <p><b>Note:</b> There are special rules for the tax treatment of personal services income earned by sole traders including contractors and consultants. Reference should be had to the ATO publication <i>Business and professional items 2018</i> before completing this section.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p><b>Net income or loss from business</b></p> <p>Did the client derived income from any business (other than the personal services income included at item 14)? If so, completed the P2 to P8; and P11 to P19 <i>Business and Professional items</i> schedule? Also complete P10 for Small business entity simplified depreciation.</p> <p><b>Notes:</b></p> <p>Determine the component that is net small business income (excluding corporate distributions) so that the ATO can calculate the small business tax offset.</p> <p>Identify all difference between accounting profit/ loss and taxable income/ loss and include these at the reconciliation items in schedule.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<p><b>Deferred non-commercial business losses</b></p> <p>Has the client's business incurred a loss for the year? This item relates to losses made from activities that constitute carrying on a business (e.g. sole trader or partnership). If applicable, completed item P9 in the <i>Business and Professional items</i> schedule.</p> <p><b>Notes:</b></p> <p>For a loss to be claimed in the current period, the client must either operate a primary production or professional arts business (subject to a \$40,000 limit on other source income) or meet one of the four exemption tests, or have the Commissioner exercise his discretion to allow the loss.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<p><b>Net farm management deposits or repayments</b></p> <p>This item is for primary producers only.</p> <p><b>Notes:</b> ensure that amounts that make up the net farm management deposits or repayments (e.g. deductible deposits, early repayments for natural disaster) are disclosed in labels D, N or R.</p> <p>This item may be negative</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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18	<p><b>Capital gains</b></p> <p>Did the client incur any capital gains/ losses during the year? If so, obtained details and recorded on return?</p> <p><b>Notes:</b></p> <p>Details include descriptions of the applicable assets, the purchase date, the purchase cost, amounts of any expenditure incurred by the taxpayer that forms part of the asset's cost base and the date incurred; and the sale proceeds amount. In terms of CGT Event A1 for disposals of CGT assets where there is a change of ownership, the timing of the capital gain/ loss is the contract date (as opposed to settlement date).</p> <p>Take account of 50% CGT discount (and whether the asset was held for more than 12 months); and the small business CGT concessions (and eligibility conditions), where applicable.</p> <p>Capital losses are applied against gross capital gains before the 50% discount and/or small business concessions are applied.</p> <p>Foreign resident individuals that make capital gains in relation to CGT events that occur after 7:30 pm on 8 May 2012 are not able to discount the gain that "accrues" after this time. This means that a foreign resident will now need to calculate the 'pre' and 'post' 8 May 2012 portions of their capital gain. This is because the 'pre-8 May 2012' portion can continue to be discounted but the 'post 8 May 2012' portion is ineligible.</p> <p>Where the taxpayer is a non-resident or a 'temporary resident' different rules can apply.</p> <p>Where the asset was disposed with the intention to sell at a profit, then consideration is required as to whether it is assessable ordinary income rather than a capital gain.</p> <p>Consideration should also be made as to whether any rollover relief is available.</p> <p>Any credit for foreign resident capital gains withholding amounts should also be considered and disclosed at this label.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	<p><b>Foreign entities</b></p> <p>Did the client have attributable income in relation to any controlled foreign company or transferor trust? If so, obtained and recorded relevant amounts for the year?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	<p><b>Foreign source income and foreign assets or property</b></p> <p>Did the client have foreign source income for the year? If so, obtained and recorded all applicable details (assuming a Resident – noting that only Residents are assessed on foreign source income)? Details required includes details of country, amount received, exchange rate utilised, foreign tax withheld. Care must be shown with foreign source salary and wage income that may be exempt from tax. Take care also with foreign tax credits and the 'Foreign Income Tax Offset' limit.</p> <p><b>Note:</b> income derived from foreign service lasting greater than 91 consecutive days is not exempt unless the employment is related to specific activities e.g. deployment by the Australian Defence Force or Australian Federal Police, or working for certain aid organisations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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21	<p><b>Rent</b></p> <p>Did the client earn rent during the year? If so, obtained and recorded all applicable amounts in the tax return?</p> <p><b>Notes:</b></p> <p>Obtain details of:</p> <ul style="list-style-type: none"> <li>rental income earned</li> <li>interest charged on money borrowed for the rental property</li> <li>details of other expenses relating to the rental property</li> <li>details of any capital works expenditure to the rental property.</li> </ul> <p>Borrowing costs are claimed over the life of the loan or five years, whichever is the lesser.</p> <p>Assess whether the client can claim a deduction for the construction costs of the property, or any structural improvements.</p> <p>Consider whether there are any issues warranting apportionment of expenses (such as for private use). And consider the entity that owns the property and whether jointly owned.</p> <p>If there are any repair or renovation expenses consider whether these are deductible repairs, or capital costs.</p> <p>For 2017/18 year onwards, consider new legislation regarding the limitation on deductions for travel expenses; and limitation on deductions for Plant and Equipment in residential premises.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	<p><b>Bonuses from life companies and friendly societies</b></p> <p>Did the client receive any such bonuses? If so: Obtained details and recorded amounts for the year in the income tax return?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	<p><b>Forestry managed investment scheme income</b></p> <p>Have managers of forestry schemes included the investors' contributions in their assessable income in the year in which the deduction is first available to the investor for those contributions (where applicable)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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24	<p><b>Other income</b></p> <p>Did the client receive any other income, and if so has this been obtained and recorded in the income tax return?</p> <p><b>Notes:</b></p> <p>Ask the client whether they received any other benefit / income during the year that has not been discussed and considered above. Examples include:</p> <ul style="list-style-type: none"> <li>• a non-qualifying component of an ETP</li> <li>• lump sum payments in arrears</li> <li>• foreign exchange gains</li> <li>• royalties</li> <li>• assessable scholarships, bursaries, grants</li> <li>• any assessable balancing adjustments on depreciating assets</li> <li>• jury service fees.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Deductions</b>				
D1	<p><b>Work related car expenses</b></p> <p>Does the client use a vehicle for work-related activities? If so, obtained all details and recorded in the return?</p> <p><b>Notes:</b></p> <p>The ATO has published widely that it will crackdown on work-related expenses for the 2017/18 year. Accordingly, care should be taken to ensure the validity and substantiation of any work-related claims, including car expenses.</p> <p>This label is only for 'car' expenses, therefore care should be taken to ensure the taxpayer's vehicle meets the definition of a car (eg &lt; 1 tonne).</p> <p>There are two methods available for claiming eligible work-related car expenses. These methods are:</p> <ol style="list-style-type: none"> <li>1. Cents per kilometre method</li> </ol> <p>The claim is based on a set rate of 66 cents for each business kilometre travelled. The taxpayer is able to claim costs by applying the set rate up to a maximum of 5,000 business kilometres.</p> <ol style="list-style-type: none"> <li>2. Logbook method</li> </ol> <p>The claim is based on the business use percentage of car expenses. Ensure log is kept for 12 consecutive weeks, noting that it can be used for 5 years (where business use percentage did not vary more than 10%).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
D2	<p><b>Work related travel expenses</b></p> <p>Did the client incur work-related travel expenses during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Notes:</b></p> <p>Domestic travel: Generally requires client to sleep away from home. Expenses include meals, accommodation, car hire and incidentals (such as tolls, parking and hire of third party vehicles).</p> <p>Overseas travel: Must obtain documentary evidence as well as diary. Substantiation is not required where 'reasonable allowance' paid to employee for accommodation (domestic only), food, drink and incidentals if allowance is within ATO limits. (Refer to TR 2004/6 and TD 2017/19).</p> <p>Where the taxpayer's vehicle is not a 'car' then any claim for travel expenses must be recorded at this Label D2 (not D1). Noting that the cents per kilometre method is not available in such circumstances.</p> <p>Also refer to draft Taxation Ruling TR 2017/D6 which issued on 28 June 2017, and provides information on the deductibility of travel expenses.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3	<p><b>Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses</b></p> <p>Did the client incur any such work-related expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Notes:</b></p> <p>Eligible expenditure includes as follows:</p> <ul style="list-style-type: none"> <li>protective clothing and safety footwear: clothing or footwear that is specifically designed to protect;</li> <li>compulsory uniforms: non-conventional clothing that the employee is compelled to wear (and is registered with AusIndustry);</li> <li>occupation specific: clothing that identifies a person as a member of a specific profession, trade, vocation, occupation or calling.</li> </ul> <p>Substantiation is not necessary for reasonable claims up to \$150 in respect of laundry. Refer to TR 94/22 and TR 98/5.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4	<p><b>Work related self-education expenses</b></p> <p>Did the client incur any work-related self-education expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Notes:</b></p> <p>Examples include student union fees, books, stationery, consumables, travel and depreciation. For further details of eligibility requirements and types of deductions available refer to TR 98/9.</p> <p>The ATO pays particular attention to these items so ensure that all claims can be substantiated appropriately. Ensure that the expenditure is related to the client's current income earning activities.</p> <p>Note also that the first \$250 of eligible self-education expenditure is not deductible (but this can be reduced by any relevant non-deductible self-education expenses).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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D5	<p><b>Other work related expenses</b></p> <p>Did the client incur any other work-related expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Notes:</b></p> <p>Examples include union fees, seminars, overtime meals, home office, telephone, subscriptions, briefcase, calculator, electronic organiser, depreciation on assets costing &gt; \$300 and write off of assets not exceeding \$300.</p> <p>Deductions differ for a home office depending on whether it is a place of business or an office used away from the normal workplace.</p> <p>A fixed rate can be used to claim the decline in value of home office furniture and costs for heating, cooling and lighting, subject to maintaining a diary for a required period. The fixed rate is currently 45 cents for each hour the client uses the home office exclusively for work-related purposes. A diary needs to be kept for four weeks to show percentage work related use.</p> <p>Refer to Taxation Ruling TR 93/30 for further information.</p> <p>The ATO has released occupation specific guides for many occupations, during the 2017/18 year, which are available on the ATO website, and provide further guidance regarding all work-related expenses.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6	<p><b>Low-value pool deduction</b></p> <p>Did the client incur expenditure on depreciable assets, where low-value pool deductions would be applicable, and if so have obtained and recorded details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7	<p><b>Interest deductions</b></p> <p>Did the client incur any applicable interest expenditure that is income producing (eg relates to interest income recorded at label 10); and if so have obtained and recorded details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8	<p><b>Dividend deductions</b></p> <p>Did the client incur any applicable dividend expenditure that is income producing (eg relates to dividend income recorded at label 11); and if so have obtained and recorded details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D9	<p><b>Gifts or donations</b></p> <p>Did the client make any gifts or donations during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Note:</b> Ensure that all donations are endorsed deductible gift recipients and that the client did not receive any tangible benefit from making the donation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
<b>D10</b>	<p><b>Cost of managing tax affairs</b></p> <p>Did the client incur any such expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Note:</b> this also includes GIC and travel to tax agent. For the 2017/18 year further disclosures are required with new boxes N &amp; L. The disclosures required are as follows:</p> <ul style="list-style-type: none"> <li>• Box N: 'Interest charged by the ATO'.</li> <li>• Box L: 'Litigation costs'.</li> <li>• Box M: 'Other expenses incurred in managing your tax affairs'.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplement Deductions</b>				
<b>D11</b>	<p><b>Deductible amount of undeducted purchase price of a foreign pension or annuity</b></p> <p>Where the client has foreign pension or annuity income, considered whether any deductible amount of undeducted purchase price applies, and if so, obtained and recorded all relevant details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D12</b>	<p><b>Personal superannuation contributions</b></p> <p>Did the client make personal superannuation contributions for the 2017/18 year?</p> <p><b>Notes:</b> The law has changed in this area for the 2017/18 year, by allowing all individuals to claim for personal superannuation contributions (irrespective of whether they are self-employed or not).</p> <p>This means most people under 75 years old will be able to claim a tax deduction for personal super contributions (including those aged 65 to 74 who meet the work test).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D13</b>	<p><b>Deduction for project pool</b></p> <p>Did the client incur any such expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Note:</b> Relates to certain capital expenditure which is directly connected with a project carried on, or proposed to be carried on, to gain or produce assessable income (i.e. this expenditure can be allocated to a project pool and written off over the project life but the expenditure must not otherwise be deductible nor form part of the cost of a depreciating asset).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D14</b>	<p><b>Forestry managed investment scheme deduction</b></p> <p>Did the client incur any such expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>D15</b>	<p><b>Other deductions</b></p> <p>Did the client incur any other expenditure during the year, and if so, obtained and recorded all relevant details and amounts?</p> <p><b>Note:</b> For example, black-hole expenditure (per section 40-880), accident and sickness insurance premiums.</p> <p>Note that section 40-880 allows for certain start-up expenses, including costs associated with raising capital to be immediately deductible where they are incurred by a small business entity.</p>			
<b>Losses</b>				
<b>L1</b>	<p><b>Tax losses of earlier income years</b></p> <p>Did the client incur prior year tax losses; and if so, obtained and recorded all relevant details and amounts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tax Offsets</b>				
<b>T1</b>	<p><b>Senior Australians and pensioners (includes age pensioners, service pensioners and self-funded retirees)</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Note</b> the income test</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T2</b>	<p><b>Australian superannuation income stream</b></p> <p>Is the client eligible for this Tax Offset?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplement Tax Offsets</b>				
<b>T3</b>	<p><b>Superannuation contributions on behalf of your spouse</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b></p> <p>From 1 July 2016, the spouse income threshold increased. Clients will be able to claim the maximum tax offset of \$540 if they contributed to the eligible super fund of their spouse, whether married or de-facto, provided the spouse's income is \$37,000 or less.</p> <p>The tax offset amount will reduce for income above this amount and completely phases out when the spouse's income reaches \$40,000.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T4</b>	<p><b>Zone or overseas forces</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> If the client lived in a remote or isolated area of Australia, served overseas as a member of Australia's Defence Forces or served overseas as a civilian with UN armed forces, they may be eligible for this offset.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
<b>T5</b>	<p><b>Tax offset on net medical expenses over the threshold amount</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> The offset is limited to medical expenses that relate to disability aids, attendant care or aged care expenses. Obtain details of gross qualifying medical expenses (and subtract related refunds the taxpayer received or is entitled to receive from Medicare or a private health fund).</p> <p>The 20% offset may be available where the total of all the net medical expenses of a taxpayer (and dependents) exceeds \$2,333.</p> <p>For taxpayers with adjusted taxable income above \$90,000 for singles, or \$180,000 for families, a 10% offset may be available for net medical expenses of a taxpayer (and dependants) exceeding \$5,504.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T6</b>	<p><b>Invalid and invalid carer</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> Tax offset only available where an invalid or carer of an invalid is maintained by the taxpayer and certain tests are satisfied</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T7</b>	<p><b>Landcare and water facility offset</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> 30% tax offset for one third of eligible expenditure in lieu of deduction for eligible expenditure.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T8</b>	<p><b>Early stage venture capital limited partnership</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> Client's may be entitled to the ESVCLP tax offset if they contributed to an ESVCLP as a limited partner of the ESVCLP, or an investor through a partnership or a trust.</p>			
<b>T9</b>	<p><b>Early stage investor</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> Clients may be entitled to this offset if they invested in a qualifying early stage innovation company in the year. Refer to information regarding qualifying for the tax incentives to work out the amount of the tax offset.</p>			
<b>T10</b>	<p><b>Other non-refundable tax offsets</b></p> <p>Is the client eligible for this Tax Offset?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T11</b>	<p><b>Other refundable tax offsets</b></p> <p>Is the client eligible for this Tax Offset?</p> <p><b>Notes:</b> Where client is a beneficiary of special disability trust or received exploration credits.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Medicare Levy Related Items</b>				
<b>M1</b>	<p><b>Medicare levy reduction or exemption</b></p> <p>Is the client eligible for this item?</p> <p><b>Notes:</b> Available for low income individuals / families and other prescribed persons.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
<b>M2</b>	<p><b>Medicare levy surcharge (MLS)</b> Does this item apply to the client?</p> <p><b>Notes:</b> Applicable to individuals / families on higher incomes who do not have private patient hospital cover. Individuals and couples are liable to the surcharge when their "income for surcharge purposes" (i.e.: taxable income, reportable fringe benefits, reportable superannuation contributions and total net investment loss) exceeds \$90,000 and \$180,000 respectively (increased by \$1,500 for each dependent child/student after the first). The surcharge is 1%, 1.25% or 1.5%, depending on the amount of income for surcharge purposes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<No label specified>	<p><b>Private health insurance policy details</b> Does this item apply to the client?</p> <p><b>Notes:</b> Obtain details of the client's health fund and ascertain whether any rebate claimed via the fund before determining whether an offset can be claimed through the return. Refer to the client's health fund Annual Statement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adjustments</b>				
<b>A1</b>	<p><b>Under 18</b> Does this item apply to the client?</p> <p><b>Note:</b> Special tax on unearned income of minors.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A2</b>	<p><b>Part year tax free threshold</b> Does this item apply to the client?</p> <p><b>Note:</b> Complete for students entering the workforce and taxpayers who were Australian residents for part of the income year.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A3</b>	<p><b>Government super contributions</b> Does this item apply to the client?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A4</b>	<p><b>Working holiday maker net income</b> Does this item apply to the client?</p>			
<b>A5</b>	<p><b>Amount on which family tax distribution tax has been paid</b> Does this item apply to the client?</p> <p><b>Note:</b> Relevant where a trust, company or partnership within a 'family group' has distributed to an entity outside the family group.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C1</b>	<p><b>Credit for interest on tax paid</b> Does this item apply to the client?</p> <p><b>Note:</b> Credit for interest on early payments – amount of interest.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income Tests</b>				
<b>IT1</b>	<p><b>Total reportable fringe benefits amount</b> Does this item apply to the client?</p> <p><b>Note:</b> Disclose if the reportable fringe benefits amount that the client has received is \$3,774 (grossed up value) or more.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Tax Return Reference	Section of the Income Tax Return	Yes	No	N/A
IT2	<p><b>Reportable employer superannuation contributions</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Disclose if your PAYG payment summaries show an amount of reportable employer superannuation contributions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT3	<p><b>Tax-free government pensions</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Disclose if you have received pensions which you do not need to pay tax on. They are taken into account when working out your adjusted taxable income for eligibility to certain tax offsets.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT4	<p><b>Target foreign income</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Disclose if you have received income from sources outside Australia that is neither part of your taxable income nor a fringe benefit. Show all foreign income in Australian dollars.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT5	<p><b>Net financial investment loss</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Disclose the loss amount by which your financial investment deductions exceeded your financial investment income.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT6	<p><b>Net rental property loss</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Disclose the rental property loss by which your rental deductions exceeded your rental income.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT7	<p><b>Child support you paid</b></p> <p>Does this item apply to the client?</p> <p><b>Note:</b> Obtain records to work out the total amount of child support that you paid during the 2018 income year.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT8	<p><b>Number of dependent children</b></p> <p>Does this item apply to the client?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Information	<p><b>Spouse Details – married or de facto</b></p> <p>Does this item apply to the client?</p> <p><b>Notes:</b> Disclose all the 2018 income year information requested regarding your spouse (de facto or married).</p> <p>As there is certain information requested that relates to your spouse's 2018 income tax return, you should prepare and finalise both returns in conjunction with each other in order to disclose accurate information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Note:</b> It is essential to consider pre-filled information provided by the ATO in respect of payments and other details to ensure these have been included in the preparation of the individual tax return.</p>				

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