

PERSONAL INCOME TAX RETURNS – 2023 CHECKLIST

Please provide the following information for the period 1 July 2022 to 30 June 2023

INCOME
Australian employment - Income statement, termination payments etc, Last payment slip for year (if available)
Superannuation income – if you are receiving an income stream you will receive an annual summary from the fund showing the taxable elements
Foreign income – employment or other income (eg shares, foreign rental) – provide all details
Centrelink income – summary of benefits for the year
Bank interest – summary of interest received
Share income – dividend statements and/or summary from share trading platform
Managed fund income – provide the annual tax statement from the fund
Rental property – if the property is managed by an agent, please provide their annual summary plus any expenses paid by you on top of what is covered in their list. Common expenses are council/water rates, interest paid on loans, repairs, cleaning, gardening, strata fees, insurance. If you have replaced any items (eg new dishwasher) please provide date of purchase for the depreciation schedule
Capital gain – if you sold a property or shares, we may need to report this in your return. We will need details of purchase and sale of the asset. Please ask if you are not sure what to provide
Cryptocurrency – if you have crypto please sign up with an Australian Crypto tax calculator service (such as Koinly) and provide the capital gains report for inclusion in your tax return

DEDUCTIONS

The following is a list of common claims.

This list is not exhaustive so if you feel you have additional claims, please discuss with us.

Gifts of over \$2 to deductible gift recipients (DGR) – please supply receipts

Fees paid to unions or professional bodies

Income protection insurance policies – provide summary from insurance company showing deductible contributions

Tools and equipment – items under \$300 are immediately deductible, items over \$300 need to be depreciated so please provide date of purchase

Uniform and protective clothing purchased and not reimbursed by employer – if you work outdoors this can include sun protection (sunscreen, hats etc)

Laundering of uniforms – if you have a specific uniform for work, you can claim the cost of washing it. We will need to know how many times per week you wash your work clothing and whether you wash it separately or together with regular laundry

Motor vehicle expenses – if you use your vehicle for work related travel (this does not include travel to and from your normal place of work unless you need to transport bulky items) - see below for details on methods of claiming

Travel expenses – eg if you attend conferences/seminars you may be able to claim travel and accommodation costs. Please provide all receipts

Self-education expenses – if you have completed courses that extend your knowledge you may be able to claim the cost of these. Please ask us for more information if you think this may apply to you

Home office – if you regularly work from home (more than occasionally checking texts/emails) - see below for details

Superannuation contributions – if you have made voluntary concessional contributions to super, please provide the letter from your fund confirming the contribution

Spouse superannuation co-contribution – if you have made a contribution for your low-income spouse you may be able to claim an offset. Please provide details

Tax agent expenses – you can claim the cost of having your tax return prepared and travel to/from your tax agent. Please provide km travelled if this is applicable

MOTOR VEHICLE EXPENSES

There are two methods of claiming for motor vehicle expenses.

Fixed rate method - \$0.78 per km (2023 FY)

You can use this method to claim up to 5,000 km of work related travel.

You must be able to show how you calculated the kilometres travelled.

Logbook method

You can claim a portion of your vehicle running costs as established by a logbook. A logbook must be completed for a period of 12 consecutive weeks and used to calculate a reasonable estimate of your business use for the year.

If you have completed a logbook in a previous year and have already determined a business percentage, and business use has not altered by more than 10%, then you can use the percentage previously determined.

You must also keep opening and closing odometer records at the start and end of the period.

NB: Logbooks are valid for a maximum of 5 years.

Please provide odometer readings from the start and end of the year and the total annual cost of:

- Fuel
- Registration and insurance
- Repairs and maintenance
- Loan or hire purchase details

HOME OFFICE EXPENSES

The ATO have made changes to the way home office expenses are calculated from 2023 onwards.

Revised fixed rate method - \$0.67 per hour (2023 FY)

You need to keep a diary or record of hours worked from home for the whole year.

You don't need to have a separate room as your home office.

This rate now **includes**:

- mobile phone,
- home internet/telephone
- electricity, gas, lighting, heating
- stationery and printer consumables (ink and paper)

Furniture and equipment can be claimed separately to the above. This includes items such as office furniture, computers, and printers. Items under \$300 are immediately deductible, items over \$300 need to be depreciated so please provide date of purchase.

Actual cost method – you must have a separate room that you use as your home office. The record keeping required for this method is extensive, so we don't generally recommend this method.

SUBSTANTIATION

The tax office demands that records are kept for all work-related expenses. Severe substantiation rules apply to claims for **motor vehicle, home office and travel expenses**; therefore, it is essential that you keep all your receipts for these claims.

WORK-RELATED EXPENSES

You must keep a receipt, invoice or similar document showing the following information:

- the date the expense was incurred,
- the name of the person or business who supplied the goods or services,
- the nature of the goods and services supplied.

If you are making claims for work-related expenses, it is essential that you keep receipts or diary records.

You may be required to produce the evidence to substantiate any claims if requested by the Commissioner of Taxation and failure to do so will result in the loss of the deduction. The failure does not constitute a prosecutable offence, but additional tax may be imposed.

The relevant documentation is required to be maintained for a period of five years from the date of lodgement of your returns.