

TAX RETURN CHECKLIST

To maximise your deductions and ensure that your tax return is complete, please review the following items and advise your Accountant if any apply to you.

INCOME

- ☐ Income Statement from myGov or Tax Agent Portal if employer registered for STP / PAYG payment summary
- ☐ Allowances / Tips / Director's Fees
- ☐ Employer Lump Sum Payment
- ☐ Centrelink / Pension Income
- ☐ Annuities / Superannuation Lump Sum Payments
- ☐ Interest Amounts + TFN Credits
- ☐ Dividend Statements
- ☐ Employee Share Schemes
- ☐ Partnership + Trust Distributions
- ☐ Business Income
- ☐ Capital Gains / Losses – Property / Shares
- ☐ Foreign Income
- ☐ Rental Property Income
- ☐ Royalties
- ☐ Taxable Scholarships / Jury Service Payments
- ☐ Cryptocurrency transactions
- ☐ Income from sharing economy – Uber Driving, AirBNB, Airtasker, etc

OTHER ITEMS TO CONSIDER

- ☐ HELP / SFSS / SSL / TSL Loan information
- ☐ SFSS (Student Financial Supplement Scheme)
- ☐ Child Support Agency Liability
- ☐ Health Insurance Statement
- ☐ PAYG Instalment Credits
- ☐ Other Offsets + Tax Credits
- ☐ Reportable Fringe Benefits Amount

GENERAL TAX DEDUCTIONS

- ☐ Work related motor vehicle expenses (*logbook maybe required*)
- ☐ Gifts + Donations
- ☐ Tax related expenses (*inc. tax agent fees, travel to tax agent*)



SPECIFIC DEDUCTIONS

- ☐ Un-deducted Purchase Price – Pension / Annuity
- ☐ Income Protection Insurance
- ☐ Union Fees
- ☐ Working from Home expenses
- ☐ COVID Tests – PCR and RAT
- ☐ Seminars / Courses / Conferences / Self Education
- ☐ Overtime Meal Expenses
- ☐ Briefcase
- ☐ Tools + Equipment
- ☐ Telephone / Mobile Phone / Internet
- ☐ Bank Fees (*e.g. re: deductible purchases*)
- ☐ Interest Expenses (*e.g. re: deductible purchases*)
- ☐ Sun Protection Items (*e.g. sunscreen, safety glasses, protective gloves*)
- ☐ Reference Books / Journals / Trade Magazines
- ☐ Prior Year Losses
- ☐ Superannuation Contributions

SCANLON RICHARDSON FINANCIAL GROUP

a L2, 15 Victoria Street, Hobart TAS 7000
p 03 6231 3448 **e** reception@srfg.com.au

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