

Taxpayer's name: _____

2021 Individual tax return checklist	Yes	No	N/A	Item
Download and review ATO pre-filling report				
Did the client's residency status change during the year? If so, consider part year tax-free threshold				A2
Was taxpayer in Australia on a working holiday visa 417 or 462?				A4
Employment income and deductions				
• Salary and wages				1
• Allowances				2
• Reportable fringe benefits				IT1
• Reportable employer superannuation contributions				IT2
• Lump sum payments A, B				3
• Lump sum payment D (not subject to tax, no disclosure required)				-
• Lump sum E – Lump sum payments in arrears				24
• Employment termination payments				4
• Shares or rights under an Employee Share Scheme				12
Deductions				
• Motor vehicle used for work purposes (and not reimbursed) – consider logbook or cents per km method				D1
• Travel expenses for work (where a travel allowance was received, consider the substantiation exception – refer TR 2004/6)				D2
• Expenses for clothing, uniform, laundry, or protective gear (e.g., sunglasses, sunscreen)?				D3
• Self-education expenses (e.g., course fees, materials, travel, parking, stationery, books, depreciation of equipment, etc) – reduce by \$250 only if required				D4
• Other expenses (union fees, overtime meals, telephone, internet, home office expenses, books, journals, subscriptions, workshops, tools and equipment, depreciation on work equipment, etc)				D5
Government payments				
• Government allowances and payments (e.g., Newstart, youth allowance, Austudy, parenting payment (partnered), sickness allowance, etc)				5

<ul style="list-style-type: none"> Government pensions and allowances (e.g., age pension, carer payment, parenting payment (single), age service pension, etc) 				6
<ul style="list-style-type: none"> Consider eligibility to Senior and Pensioners tax offset (SAPTO)? 				T1
Superannuation benefits and annuities				
<ul style="list-style-type: none"> Superannuation income streams or annuities 				7
<ul style="list-style-type: none"> Superannuation lump sum 				8
<ul style="list-style-type: none"> Consider whether a SAPTO or income stream tax offset is available 				T1 or T2
<ul style="list-style-type: none"> Foreign pension or annuity 				20
<ul style="list-style-type: none"> For assessable foreign pension or annuity, consider a deduction for the undeducted purchase price 				D11
Investment amounts				
<ul style="list-style-type: none"> Interest on bank accounts, term deposits or received from the ATO and associated TFN tax 				10
<ul style="list-style-type: none"> Dividends on shares 				11
<ul style="list-style-type: none"> Franking credits attached to dividends – consider: <ul style="list-style-type: none"> has the 45day holding period rule been satisfied? or is the small shareholder exemption satisfied (no more than \$5,000 imputation credits from all sources received in the year)? 				11
<ul style="list-style-type: none"> Exploration credits received 				T11
<ul style="list-style-type: none"> Managed fund distributions 				13, 18, 20
<ul style="list-style-type: none"> Rental property income and expenses 				21
<ul style="list-style-type: none"> Interest, fees, borrowing costs, management costs related to earning interest income 				D7
<ul style="list-style-type: none"> Interest, fees, borrowing costs, management costs, journals/subscriptions related to earning dividend income 				D8
<ul style="list-style-type: none"> For contribution to an early stage venture capital limited partnership (ESVCLP), consider eligibility for tax offset 				T8
<ul style="list-style-type: none"> Consider 20% offset for investor in an early stage innovation company (subject to a \$200,000 cap) 				T9
Trust beneficiaries and partners				
Distributions from trust or partnership				13

Distribution from a trust, company or partnership on which family trust distribution tax has been paid – not assessable but must be disclosed				A5
Where partnership loss was incurred, consider the non-commercial loss provisions				16 and P9
Consider cost base adjustments for non-assessable payments from a unit trust				-
For beneficiary/partner of SBE, consider tax discount for unincorporated businesses				13 D or E
Business amounts				
• Carrying on a business as a sole trader				15 and P
• Sole traders subject to the PSI rules				14
• Where there are business losses or brought forward non-commercial losses, consider non-commercial loss rules				16 and P9
• Deductible farm management deposits to assessable withdrawals				17
• Consider the tax discount for unincorporated businesses				15A
Personal services income (PSI) amounts				
• Attributed PSI from a personal services entity (PSE)				9
• Deductible net PSI loss from a PSE				D15
Capital gains or losses				
• Capital gain or loss on disposal or non-arm's length transfer of capital assets (real estate, shares, managed fund withdrawals, etc)				18
• Foreign resident CGT withholding amount withheld				18
• Capital losses carried forward from 2019				18V
Other income amounts				
• Foreign investors or individuals receiving foreign income				19 and 20
• Bonus from a life insurance policy or a friendly society				22
• Forestry managed investment scheme income				23
• Scholarship				24
• Royalties				24

• Assessable balancing adjustment from disposal/loss or destruction of depreciating asset				24
• Professional income as an author, musician, artist, or sportsperson				24
Other deductions				
• Low value pool deductions				D6
• Gifts or donations to deductible gift recipient, registered political party, or independent member of Parliament (consider spreading over 5 years where beneficial)				D9
• Costs of managing tax affairs (e.g., tax agent's fees, travel costs to obtain advice, quantity surveyors report, ATO interest paid, etc) – divide into: <ul style="list-style-type: none"> ▪ interest charged by the ATO ▪ litigation costs ▪ other expenses incurred in managing tax affairs 				D10
• Deductible personal superannuation contributions (ensure a Notice of intent to claim or vary a deduction for personal contributions form has been provided to the fund, and the taxpayer has received an acknowledgement from the fund)				D12
• Capital expenditure directly connected to a project				D13
• Payments to a forestry managed investment scheme				D14
• Election expenses				D15
• Income protection, sickness or accident insurance				D15
• Five year write off for certain business related capital expenses not claimed in full before business ceased				D15
Other tax offsets				
• Maintenance of a relative (including invalid spouse, carer spouse, invalid relative (child, brother or sister 16 years old or older), spouse's invalid relative, parent, or spouse's parent				T6
• Landcare or water facility tax offset brought forward from an earlier year				T7
• Contributions to a complying superannuation fund on behalf of a spouse				T3
• Zone offset for individuals living in remote area of Australia or working overseas with Australian Defence Force				T4
Other items				
• Revenue losses brought forward from prior years				L1

• Consider excepted income of minors				A1
• Complete adjusted taxable income labels				IT1 to IT8
• Complete spouse items				
• Complete private health insurance details where relevant				M2
• Is the client eligible for a Medicare levy reduction or exemption?				M1
• Super co-contribution for eligible personal superannuation contributions (only relevant where taxpayer was under 71 on 30 June 2020 with taxable income less than \$53,564)				A3
• Tax repayments more than 14 days before the due date – consider eligibility for a credit for interest				C1
Tax estimate				
• Consider outstanding HELP, TSL or SFSS debts				