

# STAR & ASSOCIATES

## 2023 Individual Tax Return Checklist

Information	Information provided	Not Applicable
<b>Income</b>		
PAYG summaries from employers, Centrelink and/or superannuation funds (if holding a Working Holiday Visa subclass 417 or 462, please specify the country)	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (e.g., Employment Termination Payment)	<input type="checkbox"/>	<input type="checkbox"/>
Trust distribution statement including copy of the trust's tax return	<input type="checkbox"/>	<input type="checkbox"/>
Managed Fund annual tax statement and capital gains statement	<input type="checkbox"/>	<input type="checkbox"/>
Partnership distribution statement including a copy of the partnerships tax return	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements detailing interest earned	<input type="checkbox"/>	<input type="checkbox"/>
Term deposit statements detailing interest earned	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell contract notes for shares (if any shares were sold)	<input type="checkbox"/>	<input type="checkbox"/>
Crypto-currency including exchanges one cryptocurrency (e.g., Bitcoin) for another cryptocurrency (e.g., Ethereum)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work-related deductions</b>		
Details for purchases under \$200 for immediate deduction (e.g., fax machines; books and trade journals; briefcases/luggage or suitcases; calculators, electronic organisers; electronic tablets; software; stationery; tools of trade)	<input type="checkbox"/>	<input type="checkbox"/>
Details of depreciable assets bought (over \$300) during the year (e.g., laptop, iPad) and advise business use percentage	<input type="checkbox"/>	<input type="checkbox"/>
Professional journals/magazines	<input type="checkbox"/>	<input type="checkbox"/>
Professional memberships/subscriptions/union fees	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for continuing professional development courses and seminars	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for self-education expenses (e.g., course fees (but not HECS-HELP fees), student union fees, and tutorial fees; interest on borrowings used to pay for any deductible self-education expenses)	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19 testing: receipt or record to get a qualifying COVID-19 test (e.g. PCR, RAT kits) for work purposes (no reimbursement from the employer). <a href="https://www.ato.gov.au/Individuals/Income-deductions-offsets-and-records/Deductions-you-can-claim/Personal-grooming-health-and-fitness/COVID-19-test-expenses/">https://www.ato.gov.au/Individuals/Income-deductions-offsets-and-records/Deductions-you-can-claim/Personal-grooming-health-and-fitness/COVID-19-test-expenses/</a>	<input type="checkbox"/>	<input type="checkbox"/>

2023 Individual Tax Return Checklist

<p>Laundry expenses</p> <p>- A laundry expense is an expense related to the washing, drying or ironing (but not dry cleaning) of deductible clothing</p> <p>Deductible clothing is basically clothing that comprises protective clothing (e.g., safety-colored vests, steel-capped boots, overalls, protective gloves and non-slip nurse’s shoes); a compulsory uniform/wardrobe; a non-compulsory uniform/wardrobe that is entered on the Register of Approved Occupational Clothing (which is maintained by AusIndustry, within the Department of Industry, Innovation and Science) – refer to Division 34 of the ITAA 1997; or occupation specific clothing (e.g., a barrister’s robes and a nurse’s traditional uniform).</p> <p>- In TR 98/5, where written evidence is not required, the Commissioner will allow claims to be made on the following basis (which covers washing, drying and ironing)”</p> <p>(a) \$1 per load – where only work-related clothing is laundered; and</p> <p>(b) 50 cents per load – where both private and work-related clothing is being laundered at the same time.</p> <p>- Written evidence must be kept for a representative period of at least one month if both of the following apply:</p> <p>(c) the amount you claim is greater than \$150</p> <p>(d) your total claim for work-related expenses exceeds \$300.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Motor vehicle</p> <p>- Cents per kilometer method: Please be aware that you may need to provide written evidence, like a travel diary to show how you worked out your business kilometers.</p> <p>Please advise total kilometers travelled for work purpose during the 2023 financial year (78 cents per kilometer). Can claim up to a maximum of 5,000 business kilometers per car.</p> <p>- Logbook method: please keep a logbook with recording 12 continuous weeks with start and close odometer for each trip, split the private and work-related travel kilometers. It will be valid for the same motor vehicle for 5 years. (Normally travel between home and company cannot be included as work except for employment required per contract etc.)</p> <p>Please advise the following information if you would like to use this method.</p> <ul style="list-style-type: none"> <li>• Please advise the car information, purchase date, price, and model.</li> <li>• A Logbook for calculation of work-related percentage.</li> <li>• The summary of car running expenses, like Rego, tolls, insurance, repair &amp; maintenance etc.</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

**STAR  
& ASSOCIATES**  
2023 Individual Tax Return Checklist

<p>Home office running expenses – two ways for calculation</p> <ul style="list-style-type: none"> <li>- Revised fixed rate method for 67 cents per hour, which covers home and mobile internet or data expenses, mobile and home phone usage expenses, electricity and gas for heating, cooling and lighting, stationery and computer consumables, such as printer ink and paper. You can separately claim depreciation of asset such as chairs, desk, computers and bookshelves. You can also claim the repairs and maintenance of these items. If the item cost \$300 or less and you use it mainly for work purpose, you can claim immediate deduction such as keyboards, computer mouse, power boards, desk lamps and chargers.</li> </ul> <p>Please advise on the work-related hours for the period of 01 Jul 2022 – 30 Jun 2023</p> <ul style="list-style-type: none"> <li>- Actual cost method based on work or business portion of the running expenses.</li> </ul> <p>Please advise on details of the home office running expenses and work-related percentage.</p> <p>Please be aware that you can only use one of the two methods to claim the home office running expenses for the 2023 income year.</p> <p>Where the 67 cents per hour method is used, the number of hours worked needs to be recorded (i.e., timesheet, roster, diary or similar document that shows the hours you worked). If a different method is used, you must keep a record of the number of hours worked and a record of your expenses.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Personal Super Contributions Deduction</b></p> <p>You can claim a deduction for personal super contributions made on or after 1 July 2017 if:</p> <ul style="list-style-type: none"> <li>- you made the contribution to a complying super fund or a retirement savings account</li> <li>- you meet the age restrictions</li> <li>- you notify your fund in writing of the amount you intend to claim as a deduction</li> <li>- your fund acknowledges your notice of intent to claim a deduction in writing.</li> </ul> <p><a href="https://www.ato.gov.au/Individuals/Super/In-detail/Growing-your-super/Claiming-deductions-for-personal-super-contributions/">https://www.ato.gov.au/Individuals/Super/In-detail/Growing-your-super/Claiming-deductions-for-personal-super-contributions/</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

2023 Individual Tax Return Checklist

<p><b>Other Deductions</b></p> <p>Receipts for donations of \$2 and over to registered charities</p> <p>Expenditure incurred in managing tax affairs (e.g. tax agent's fees)</p> <p>Expenditure incurred in earning investment income</p> <p>Income protection insurance premiums</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Notes:</b></p> <p>- Please note that if the amount claimed is more than \$200, the entire amount must be substantiated. The \$200 threshold includes laundry expenses, but excludes overtime meal expenses, travel allowance expenses, award transport payment expenses and car expenses claimed.</p> <p>- Please note that you need to keep records for a four-week representative period to claim a deduction of more than \$50</p>		
<p><b>Rental Properties</b></p> <p>Annual statement from property agent (if engaging the services of an agent)</p> <p>Airbnb annual report</p> <p>Purchase date, price of the property</p> <p>Details of depreciable assets bought or disposed during the year</p> <p>Expenses (which are not detailed on the property agent annual statement) incurred, such as interest on loan, council rates, water charges, strata, land tax, insurance premiums and repair &amp; maintenance</p> <p>If property is held by more than one individual, details of owners and their legal ownership percentage</p> <p>If property was disposed of during the income year, information relating to dates and costs associated with the acquisition and disposal of the property</p> <p>Loan statements for property showing interest paid for the income year</p> <p>Period that property was rented out during the income year</p> <p>Records detailing rental income (if not engaging the services of an agent)</p> <p>Records of expenses relating to the property (if not engaging the services of an agent)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

# STAR & ASSOCIATES

## 2023 Individual Tax Return Checklist

<b>Offsets/Rebates</b>		
Details of any super contributions for spouse	<input type="checkbox"/>	<input type="checkbox"/>
Details of dependents including their age, occupation and income	<input type="checkbox"/>	<input type="checkbox"/>
Private health insurance statement (if insurance is held with partner, please advise insurance cover type)	<input type="checkbox"/>	<input type="checkbox"/>
Spouse (married or defacto) full name, date of birth, the date when had a spouse (if not full year), taxable income, reportable FBT, foreign income, reportable superannuation contributions, investment loss, other exempt income etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If operating as a Sole Trader or receiving business income as a contractor</b>		
Air tasker workers income and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Delivery services income and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Uber income and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook, which includes records of drawings taken before the business takings are banked	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements lodged	<input type="checkbox"/>	<input type="checkbox"/>
Details of superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Payments of salaries and superannuation to associates	<input type="checkbox"/>	<input type="checkbox"/>
Records from accounting software (e.g., trial balance, P&L and balance sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of all liabilities of the business	<input type="checkbox"/>	<input type="checkbox"/>
Current temporary tax depreciation incentives:  For assets you start to hold, and first use (or have installed ready for use) for a taxable purpose, from 7.30 pm (AEDT) on 6 October 2020 to 30 June 2023. You must immediately deduct the business portion of the asset's cost under temporary full expensing.  Businesses with an aggregated turnover of less than \$5 billion can immediately deduct the business portion of the cost of eligible new depreciating assets.  For businesses with an aggregated turnover of less than \$50 million, temporary full expensing also applies to the business portion of eligible second-hand depreciating assets.  Businesses can also immediately deduct the business portion of the cost of improvements to eligible depreciating assets (and to assets acquired before 7.30 pm AEDT on 6 October 2020 that would otherwise be eligible assets) if those costs are incurred between 7.30 pm AEDT on 6 October 2020.		
Please advise on the details and provide us with the related documents if applicable for the 2023 financial year.	<input type="checkbox"/>	<input type="checkbox"/>

# STAR & ASSOCIATES

## 2023 Individual Tax Return Checklist

<p><b>If operating as a Sole Trader or receiving business income as a contractor</b></p> <p>Superannuation contributions for self-employed persons – a copy of “Deduction for personal super contribution statement” lodged</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other Information</b></p> <p>If you started or stopped as an Australian resident for tax purposes during the 2023 financial year, please provide the specific date</p> <p>Copies of Instalment Activity Statements lodged</p> <p>If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you</p> <p>Any other information that you think is relevant</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>