

## 2022 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
<b>Deductions</b>				
• Motor vehicle used for work purposes (and not reimbursed) – consider log book 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., Jobseeker payment, youth allowance, Austudy, parenting payment (partnered), sickness allowance, etc)				5
• Government pensions and allowances (e.g., age pension, carer payment, parenting payment (single), age service pension, etc)				6

<ul style="list-style-type: none"> <li>Consider eligibility to Senior and Pensioners tax offset (SAPTO)?</li> </ul>				T1
Superannuation benefits and annuities				
<ul style="list-style-type: none"> <li>Superannuation income streams or annuities</li> </ul>				7
<ul style="list-style-type: none"> <li>Superannuation lump sum</li> </ul>				8
<ul style="list-style-type: none"> <li>Consider whether a SAPTO or income stream tax offset is available</li> </ul>				T1 or T2
<ul style="list-style-type: none"> <li>Foreign pension or annuity</li> </ul>				20
<ul style="list-style-type: none"> <li>For assessable foreign pension or annuity, consider a deduction for the undeducted purchase price</li> </ul>				D11
Investment amounts				
<ul style="list-style-type: none"> <li>Interest on bank accounts, term deposits or received from the ATO and associated TFN tax</li> </ul>				10
<ul style="list-style-type: none"> <li>Dividends on shares</li> </ul>				11
<ul style="list-style-type: none"> <li>Franking credits attached to dividends – consider: <ul style="list-style-type: none"> <li>has the 45 day holding period rule been satisfied? or</li> <li>is the small shareholder exemption satisfied (no more than \$5,000 imputation credits from all sources received in the year)?</li> </ul> </li> </ul>				11
<ul style="list-style-type: none"> <li>Exploration credits received</li> </ul>				T11
<ul style="list-style-type: none"> <li>Managed fund distributions</li> </ul>				13, 18, 20
<ul style="list-style-type: none"> <li>Rental property income and expenses</li> </ul>				21
<ul style="list-style-type: none"> <li>Interest, fees, borrowing costs, management costs related to earning interest income</li> </ul>				D7
<ul style="list-style-type: none"> <li>Interest, fees, borrowing costs, management costs, journals/subscriptions related to earning dividend income</li> </ul>				D8
<ul style="list-style-type: none"> <li>For contribution to an early stage venture capital limited partnership (ESVCLP), consider eligibility for tax offset</li> </ul>				T8
<ul style="list-style-type: none"> <li>Consider 20% offset for investor in an early stage innovation company (subject to a \$200,000 cap)</li> </ul>				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 2021				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"> <li>interest charged by the ATO</li> </ul>				D10

<ul style="list-style-type: none"> <li>litigation costs</li> <li>other expenses incurred in managing tax affairs</li> </ul>				
<ul style="list-style-type: none"> <li>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)</li> </ul>				D12
<ul style="list-style-type: none"> <li>Capital expenditure directly connected to a project</li> </ul>				D13
<ul style="list-style-type: none"> <li>Payments to a forestry managed investment scheme</li> </ul>				D14
<ul style="list-style-type: none"> <li>Election expenses</li> </ul>				D15
<ul style="list-style-type: none"> <li>Income protection, sickness or accident insurance</li> </ul>				D15
<ul style="list-style-type: none"> <li>Five year write off for certain business related capital expenses not claimed in full before business ceased</li> </ul>				D15
Other tax offsets				
<ul style="list-style-type: none"> <li>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</li> </ul>				T5
<ul style="list-style-type: none"> <li>Landcare or water facility tax offset brought forward from an earlier year</li> </ul>				T6
<ul style="list-style-type: none"> <li>Contributions to a complying superannuation fund on behalf of a spouse</li> </ul>				T3
<ul style="list-style-type: none"> <li>Zone offset for individuals living in remote area of Australia or working overseas with Australian Defence Force</li> </ul>				T4
Other items				
<ul style="list-style-type: none"> <li>Revenue losses brought forward from prior years</li> </ul>				L1
<ul style="list-style-type: none"> <li>Consider excepted income of minors</li> </ul>				A1
<ul style="list-style-type: none"> <li>Complete adjusted taxable income labels</li> </ul>				IT1 to IT8
<ul style="list-style-type: none"> <li>Complete spouse items</li> </ul>				
<ul style="list-style-type: none"> <li>Complete private health insurance details where relevant</li> </ul>				M2
<ul style="list-style-type: none"> <li>Is the client eligible for a Medicare levy reduction or exemption?</li> </ul>				M1
<ul style="list-style-type: none"> <li>Super co-contribution for eligible personal superannuation contributions (only relevant where taxpayer was under 71 on 30 June 2022 with taxable income less than \$56,112)</li> </ul>				A3
Tax estimate				
<ul style="list-style-type: none"> <li>Consider outstanding HELP, TSL or SFSS debts</li> </ul>				