

## SHEPHARD & McCARTHY 2016 TAX RETURN CHECKLIST

Please bring in original documents – PLEASE SUMMARISE information wherever possible as this will save us (and you) time. New clients please provide copy of 2015 return

<b>INCOME</b>	<b>YES</b>	<b>NO</b>
Payment summaries from employer (s)		
Statements from your employer about Employee Share schemes		
Allowances paid by employer (s)		
Any unemployment or other benefits?		
Any pension income:		
- Australian Pension		
- Foreign pension		
Any interest income:		
- In your own name only		
- In joint names		
- In your children's name		
Any Dividend income:		
- In your own name only		
- In joint names		
(Interest and dividend information <b>may</b> be available to us through the ATO tax agent Portal. You should always provide your details so that this information is checked)		
Any other income, including:		
- Allowances		
- Termination payments		
- Kilometre reimbursement for car expenses		
- Rental income (separate schedule required)		
- Distributions from partnerships or trusts		
- Distributions from Managed Funds		
(managed funds info normally released late August)		
Any exempt foreign income?		
Sale of property and any capital gains?		
Proceeds from life assurance policy?		

<b>WORK RELATED DEDUCTIONS</b>	<b>YES</b>	<b>NO</b>
<b>Motor Vehicle Expenses</b>		
- Under 5,000km method Estimate of work km required		
- Log book method		
- Log book year		
- Non-log book year		
<b>Other Travel Expenses for work purposes only</b>		
- Air fares		
- Accommodation		
- Meals		
- Incidentals (ie taxi, bus, train etc)		
- Other		
<b>Uniform/Protective Clothing</b>		
- Laundry and home cleaning		
- Dry cleaning		
- Eligible uniforms		
- Protective boots or shoes		
- Sunscreen for outdoor work		
<b>Self-Education Expenses</b>		
- Student Union fees		
- Course Fees		
- Seminars		
- Travel expenses		
- Other (ie textbooks, stationery etc)		
<b>Other Expenses</b>		
- Union Fees		
- Subscriptions		
- Conferences and seminars		
- Journals and periodicals		
- Home office expenses		
- Depreciation		
- Telephone and mobile phone		
- Expenses in relation to allowances		
- Tools of trade		

	YES	NO
<b>Other Expenses (continued)</b>		
- First aid courses for work		
- Work equipment licences		
- Other deductions		
- Income protection insurance		
<b>REBATES/OFFSETS</b>		
Days spent in remote areas		
Medical expenses – REBATE NO LONGER AVAILABLE– DO NOT SEND RECORDS	XXXXXX	XXXXXX
<b>NON EMPLOYER SPONSORED SUPERANNUATION</b>		
Were you entitled to employer superannuation contributions during 2015/16		
Full name of fund:		
Policy number:		
Amount Paid		
<b>OTHER DEDUCTIONS</b>		
Gifts of \$2 or more to eligible charities		
Tax agents fees for previous year		
Undeducted purchase price of annuity		
<b>PRIVATE HEALTH INSURANCE (please provide annual certificate)</b>		
<b>CHILD SUPPORT PAYMENTS (not a tax deduction but relevant for income testing)</b>		
<b>SPOUSES or DEFACTO INCOME</b>		
(if we are not preparing a spouse or defacto's tax return we will need to know income detail to complete your return)		

Signature of taxpayer.....

Dated: ...../...../.....

## Other Checklists

### [Motor Vehicle Expenses Claims 2016 and after \(2 options\)](#)

#### [Rental property Checklist](#)

#### [CGT Checklist](#) (prepared by ATO)

#### [Sales of property Checklist](#)

### **WORK RELATED EXPENSES - DEDUCTIBILITY**

To be deductible, the expense must be incurred in gaining or producing assessable income ie. there must be a direct connection between the expense and your income earning activities. To make a claim for the 2015/2016 year you must have incurred the expense after 30/6/2015 and before 1/7/2016.

Expenses will not be deductible if they are not incurred in gaining or producing assessable income. The ATO have issued rulings specifying that they consider certain items to be non-deductible even if they are work related. Whether or not the Courts will endorse all these rulings is a matter of doubt.

Some of the items considered not deductible by the ATO for most employees are: shoes and hosiery (unless part of a distinctive compulsory uniform), grooming, clocks and watches, most travel between home and work, daily newspapers, English language courses etc. Reasonable overtime meal allowances are not taxable to the employee and are not usually shown on the group certificate.

### **ALLOWANCES - SUBSTANTIATION**

The receipt of an allowance does not automatically entitle an employee to deductions for expenses incurred in relation to the allowance. Claims can only be made against an allowance if expenditure is incurred, it is allowable as a deduction, and the requirements of the substantiation provisions are satisfied.

If the expenses are allowable, and the substantiation requirements are satisfied, the amount allowable is not limited by the amount of allowance received. Reimbursements are not generally included in assessable income and are not deductible. However, if Motor Vehicle expenses are reimbursed on a cents per kilometre basis the amount is included in assessable income and a deduction is allowable.

### **WORK RELATED EXPENSES – SUBSTANTIATION**

If your total claims for work-related expenses are more than \$300 you must keep receipts to prove your claims. If the total of your claims is \$300 or less you do not need to keep receipts but you must have spent the money to earn your income. You should keep a diary of your expenses and a record of how you worked out your claims. For work-related expenses, the records you must keep are receipts, invoices or similar documentary evidence except where a diary is sufficient. A diary may be used to prove your claims for expenses that are not more than \$10 each and add up to no more than \$200 or for which it was unreasonable to expect to get a receipt.

Special substantiation rules apply to claims for car expenses and travel expenses. The diary must show the name of the supplier and the date, amount and nature of the expenditure. Please call Pauline Kelly on 07 4053 6035 if you have any questions