

SHEPHARD & McCARTHY 2017 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 2016 return as there may be some deductions that carry over to 2017

INCOME	YES	NO
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 may 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 information normally released late August)		
Any foreign income (including exempt income)?		
Sale of property/shares/any other assets capital gains?		
Proceeds from life assurance policy?		

2016/17 year end — allowable deductions	YES	NO
D1 Car-related expenses (work-related daily travel expenses)		
Do you transport people or bulky equipment, e.g. from work to a client's premises, or from home to work transporting bulky equipment needed for your work that cannot be stored at work?		
- Number of trips:		
- Kilometres per trip:		
Do you travel between two separate workplaces?		
- Number of trips:		
- Kilometres per trip:		
Do you travel to an alternate workplace, eg from work to an offsite work site or for a meeting?		
- Number of trips:		
- Kilometres per trip:		
Tips		
All log books from before 1 July 2012 will need to be updated for the current tax year. All cents per kilometre method claims are at a rate of 66 cents per kilometre.		
You cannot claim:		
- normal trips between home and work		
- travel between work and home more than once a day		
- trips if you are on call, or on stand-by relief,		
- trips outside normal business hours,		
D3 Clothing Expenses		
Do you wear clothing to protect yourself from the risk of illness or injury posed from your working environment		
Cost of laboratory coats/art smocks/aprons/other protective clothing		
Cost of protective shoes/steel capped boots for work		
Are you required to wear a distinctive uniform or corporate attire to distinguish you as an Employee?		
If "Yes", is the clothing distinctive (ie has a work logo)?		
- Description:		
- Cost of clothing:		
Have you incurred laundry and dry-cleaning expenses for any of the above items		
If "Yes", please advise costs or the approximate number of washes for the year		

	YES	NO
Tips		
<i>You can claim Laundry expenses for eligible clothing purchased in an earlier year.</i>		
<i>You cannot claim purchasing and cleaning of:</i>		
- plain uniforms or conventional clothing		
- sports clothing		
- clothing worn for medical reasons		
- everyday footwear, e.g. dress or casual shoes		
- items that were purchased or reimbursed by your employer, and		
- a deduction just because you received a clothing, uniform and laundry allowance.		
D4 Self-education expenses		
Did you undertake a course of study designed to lead to an increase in income from your current employment?		
- If "Yes", list the details		
- Type of course of study:		
- Educational facility:		
- Cost of course fees:		
- Cost of textbooks:		
- Cost of stationery:		
- Cost of equipment/computers:		
- Cost of subscriptions:		
- Cost of travel from work:		
Tips		
You cannot claim a self-education course for the purposes of finding new employment or starting a new income-earning activity.		
D5 Have you incurred any of the following out-of-pocket, home office expenses:		
Computer and other equipment, e.g. using a home computer and personal internet account to access work emails, do research or other work?		
- Amount of time used for work (%):		
- Cost of computer:		
- Date purchased:		
- Cost of internet:		
Telephone/mobile expenses, eg calls/texts to work/clients when away from work?		
- If "Yes", what is the related percentage:		
- Cost (per month):		
Do you have itemised phone bills?		

D9 Gifts or donations	YES	NO
Did you make any gifts or donations of \$2 or more to a deductible gift recipient?		
- If "Yes", list below:		
-		
-		
-		
-		
Tips		
Your receipt from the approved organisation will show whether your donation is tax-deductible. You cannot claim time spent volunteering for an organisation.		
D10 Tax agent fees paid in 2016/17 (if not paid to Shephard & McCarthy)		
REBATES/OFFSETS		
Town/City of usual residence		
Did you change Town/City of usual residence		
Medical expenses REBATE NO LONGER AVAILABLE– DO NOT SEND RECORDS		
NON EMPLOYER SPONSORED SUPERANNUATION		
Were you entitled to employer superannuation contributions during 2016/17		
Full name of fund:		
Policy number:		
Amount Paid:		
PRIVATE HEALTH INSURANCE (please provide annual certificate)		
CHILD SUPPORT PAYMENTS (not a tax deduction but relevant for income testing)		
SPOUSES or DEFACTO INCOME		
(if we are not preparing a spouse or defacto's tax return we will need to know income detail to complete your return)		

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

Website Links to Other Checklists

[Motor Vehicle Expense Claim options \(\\$/km or Logbook\)](#)

[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 2016/2017 year you must have incurred the expense after 30/6/2016 and before 1/7/2017.

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