

WDS BUSINESS GROUP
2021 INDIVIDUAL TAX RETURN (BASIC CHECKLIST)

Client Name:

INCOME:	YES/NO	UNSURE	DETAILS PROVIDED Y/N
Salary or wages (PAYG Payment summaries/Income statement)			
Employer lump sum payments Employer			
Employment termination payments (ETPs)			
Australian Government allowances and payments like Newstart, youth allowance and Austudy payment			
Australian Government pensions and other allowances			
Australian annuities and superannuation income streams			
Australian superannuation lump sum payments			
Attributed personal services income			
Gross interest (Interest Income/Term deposits)			
Dividends (Dividend statements for dividends received & reinvested)			
Employee share schemes statements (ESS)			
Partnerships and trusts (Partnership/Trust distribution statement, including copy of partnership/Trust tax return)			
Personal services income (PSI)			
Net income or loss from business (As a sole trader)			
Capital gains (If you had any investment assets such as shares, cryptocurrency or investment property that you sold during the year ended 30 June 2021, you may have a capital gain/loss to include in your tax return. Please provide a list of investment assets sold and attach all relevant documentation such as purchase and sale contracts. We will contact you for more information if required.)			
Foreign source income and foreign assets or property (Did you own any assets valued at \$50,000 or more outside of Australia during the 2021 financial year)?			
Rental/Investment property: (If yes, please complete additional checklist provided for the income/expense details)			
Other income (Any income that you received which does not fit into any of the above categories - Please provide details)			
WORK RELATED EXPENSES & OTHER DEDUCTIONS:			
When claiming work related work related deductions ensure they meet the 3 golden rules; 1. You must have spent the money yourself & not have been reimbursed, 2. Your claim must be directly related to earning your income, 3. You must have a record to substantiate your claim.			
Work-related car expenses - Log Book method - Cents per kilometre method (Upto a maximum of 5,000 kms) Have any car expenses been reimbursed by your employer?			

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<p>Work-related travel expenses</p> <ul style="list-style-type: none"> - Airfares: - Accommodation: - Meals/Incidentals: - Taxi: - Parking: - Tolls: - Other: 			
<p>Work-related uniform, occupation specific or protective clothing, laundry and dry-cleaning expenses (Did you wear a logo uniform or protective clothing during work? Upto \$150 in laundry can be claimed without receipts. \$1 per wash if washing uniform separately or \$0.50c per wash if washing uniform with your personal clothes)</p> <ul style="list-style-type: none"> - Laundry: - Dry cleaning: - Uniform purchased: - Protective wear purchased: - Sunglasses: - Sun screen/Protection: 			
<p>Work-related self-education expenses (Must be undertaken at an educational institution and related strictly to current employment activities)</p> <ul style="list-style-type: none"> - Name of course: - Name of Institution: - Course fees: - Books/Stationery: - Travel: - Other: 			
<p>Seminars & Short Courses costs (Not educational institution)</p>			

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Memberships/Professional subscriptions/Professional Insurance/Union Fees:			
Diary/stationery/postage:			
Tools & Equipment (Costing less than \$300) - List each item			
Tools & Equipment (Costing more than \$300 each) - List each items & the date purchased			
Mobile phone (Total cost per month x work related %)			
Home internet (Total cost per month x work related %)			
<p>Home Office running expenses (Working from home) between the period 1/7/20 to 30/06/21 how many hours per week did you spend working at home? You must be able to present a 4 week representative diary in an ATO review situation.</p> <p>- Hrs per week X Wks x \$0.80 (shortcut method) =</p> <p>- Hrs per weekXWks x \$0.52 (Fixed rate method) =</p> <p>- If you want to use the actual cost method and claim a % of your electricity & gas please discuss this with us</p>			
Computer accessories/software (List each item & date purchased)			

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Interest/Dividend deductions (Have you incurred any expenses in relation to dividends or interest that you have earned? This may include - Interest on loans: - Management fees: - Stationery: - Software for record keeping: - Other:			
Gifts or donations (Did you make any donations to a Deductible Gift Recipient or to school building fund? If so, please provide details below)			
Cost of managing tax affairs(Such as; - Tax agent fees: - Audit insurance: - ATO interest paid:			
Income protection insurance (Life insurance not tax deductible)			
Personal superannuation contributions			
Other deductions not listed above: - - -			
OFFSETS/REBATES/OTHER INFORMATION:			
Student Loans (HELP/SSL/TSL/SFSS)			
Spouse or Defacto partner's income, date of birth and full name			
Details of dependants, including their age, occupation and income			
Superannuation contributions on behalf of your spouse			
Child support provided for the year (if applicable)			
Provide copy of last year tax return (if WDS Business Group didn't prepare it for you last year)			

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Private health insurance policy details/Year end statement			
Any other information you think is relevant and has not been covered above:			
<p>I declare that:</p> <ul style="list-style-type: none">• I have disclosed and you have returned all income, including net capital gains, which I have earned or received for the 2020-21 income year.• All the claims for deductions and tax offsets which have been included in the return are based on my specific instructions and advice that I satisfy the relevant taxation requirements.• I have all receipts or documentation necessary to substantiate the above claims which I will make available if required by the ATO.• WDS Business Group have clarified what written evidence (including car/travel records) will be required during an ATO review or audit and that penalties (including prosecution) may be applied if incorrect claims are identified in an ATO review or audit. <p>CLIENT NAME:</p> <p>SIGNATURE:</p> <p>DATE:</p>			