

**INDIVIDUAL CHECKLIST  
FINANCIAL YEAR – 1 JULY 2022 TO 30 JUNE 2023**

**NAME:** \_\_\_\_\_

**PREFERRED PHONE:** \_\_\_\_\_

**CLIENT EMAIL:** \_\_\_\_\_

	<b>PROVIDED (Y OR N/A)</b>	<b>FURTHER DETAILS / YOUR COMMENTS</b>
<b>GENERAL</b>		
Have your contact details changed this year – i.e. address or email.  If so, please provide details.		<i>If yes, please provide details.</i>
Have your circumstances changed this year? - Have you run a business for the first time? - Changed Jobs?		<i>If yes, please provide details.</i>
Superannuation – Please attach your: <ul style="list-style-type: none"> <li>▪ <b>Annual Superannuation Statement</b></li> <li>▪ <b>Notice of Intent to claim or vary a deduction for personal superannuation contribution</b></li> </ul>		<i>We require the statement to correctly complete your tax return.</i>
Private Health Insurance – Please attach your: <ul style="list-style-type: none"> <li>▪ <b>Annual Private Health Insurance Statement</b></li> <li>▪ <b>Summary of Cover</b></li> </ul>		<i>We require your annual member statement to correctly complete your income tax return.</i>
Have your bank account details changed from last year?  If so, <b>please call us to provide these personal details over the phone. Please do not email these details.</b>		<b><u>We require these details to be provided over the phone.</u></b>  <b>Bank:</b> <b>BSB:</b> <b>Account Number:</b> <b>Acct Name:</b>

	<b>PROVIDED (Y OR N/A)</b>	<b>FURTHER DETAILS / YOUR COMMENTS</b>
<b>INCOME</b> <i>Please note most of this income will prefill to the ATO portal, however, please provide source documents so we can cross check on your behalf</i>		
<b>Salary &amp; Wages</b> – Do you receive an allowance? If yes, please advise what for?  Please provide a <b>Job Title/Description</b> that best describes your occupation if different from last year. (i.e. – Office Manager)		<i>Have you reviewed your occupation against the ATO Occupation and Industry Specific Guides which include common industry deductions and disallowed expenditure?</i>  <a href="#">ATO Occupation &amp; Industry Guides</a>
<b>Interest Income</b> – Please provide details of any interest earned on savings accounts or Term Deposits during the year.		<i>Please note the Australian Taxation Office does have the ability to match your records to Financial Institutions records and review your income tax returns where they are incorrect.</i>
<b>Lump Sum Payments</b> - Did you receive any Eligible Termination Payments or Income Insurance Payouts?		<i>Please attach the relevant details &amp; statements.</i>
<b>Pension Payments</b> - Did you receive any Superannuation or other pensions?		<i>Please provide details.</i>
<b>Trust or Partnership Income</b> – Please provide details of any income received from any Investment such as MLC, Vanguard, so-on?		<i>Please provide a copy of the full Annual Tax Statement / Summary report. For many investments these are issued in August to October each year.</i>
<b>Dividend Income</b> Please provide a <b>summary</b> of the following amounts: <ul style="list-style-type: none"> <li>▪ Unfranked Dividends</li> <li>▪ Franked Dividends</li> <li>▪ Franking / Imputation Credits</li> </ul>		<i>Alternatively, please provide <b>all</b> your Dividend Statements for the year. Note: Most companies will pay 2 dividends each year.</i>  <i>The relevant date is the dividend <u>payment date</u> (rather than the record date).</i>
<b>Capital Gains &amp; Losses</b> - Did you buy or sell any significant assets – Land, Shares, Unit Trust investments so-on?		<i>Please provide details and attach the following:</i> <ul style="list-style-type: none"> <li>- Buy Contracts</li> </ul>

	<b>PROVIDED (Y OR N/A)</b>	<b>FURTHER DETAILS / YOUR COMMENTS</b>
<p><i>Note: The sale of privately used assets greater than \$10,000 may still attract Capital Gains Tax (i.e. Caravans/Boats).</i></p>		<ul style="list-style-type: none"> <li>- Sell Contracts</li> <li>- Settlement Statements</li> <li>- Stamp Duty</li> <li>- Commission Costs</li> <li>- Legal Costs where relevant</li> <li>- So-on</li> </ul>
<p><b>Rental Income</b> Please refer to our <b>Holmans Investment Property Checklist.</b></p>		<p><i>This includes Airbnb and or similar income.</i></p>
<p><b>Cryptocurrency</b> Did you buy or sell during the year?</p> <p><i>This includes changing or moving from one cryptocurrency to another, such as from Bitcoin to Ethereum, etc. This is considered the sale of one, and purchase of another. Accurate summaries are vital in keeping your accounting fees low.</i></p> <p><i>More information can be found here - <a href="https://www.ato.gov.au/individuals/investments-and-assets/crypto-asset-investments/">https://www.ato.gov.au/individuals/investments-and-assets/crypto-asset-investments/</a></i></p>		<p><i>Please provide details and attach the following:</i></p> <ul style="list-style-type: none"> <li>- Buy Contracts</li> <li>- Sell Contracts</li> <li>- Transaction Statements</li> </ul> <p><i>The ATO now have access to records directly from the Wallets/Exchanges which they use for cross checking.</i></p>
<p><b>Other Income</b> – Did you receive any other income during the year (i.e. Royalties, <b>Foreign Income</b> including Foreign Employment Income, Foreign Losses, other)?</p> <p><i>Note: Even if you declare and pay tax on foreign income, it may still need to be disclosed here in Australia. The ATO undertakes significant data-matching programs in this area.</i></p>		<p><i>Please provide details.</i></p>
<p><b>Share Economy Income</b> - Did you have any UBER, Airbnb or other similar income?</p> <p>More information can be located here: <a href="https://www.ato.gov.au/General/Sharing-economy-and-tax/">https://www.ato.gov.au/General/Sharing-economy-and-tax/</a></p>		<p><i>The ATO now have access to records directly from the platform providers which they use for cross checking.</i></p>
<p>During the year did you own, or have an interest in, <b>assets located outside Australia</b> which had a total value of AUD\$50,000 or more?</p>		<p><i>Please provide details.</i></p>

	PROVIDED (Y OR N/A)	FURTHER DETAILS / YOUR COMMENTS
<b>EXPENSES</b>		
<p>If you used a Motor Vehicle for work-related or business purposes, please provide the following details for each vehicle:</p> <ul style="list-style-type: none"> <li>▪ Registration Number</li> <li>▪ Business Percentage as per <b>Logbook</b> *</li> <li>▪ Business Kilometres travelled for the year</li> </ul> <p>Where you have a logbook, please <b>provide the costs</b> associated with running of each vehicle:</p> <ul style="list-style-type: none"> <li>▪ Fuel and Oil</li> <li>▪ Registration and Insurance</li> <li>▪ Repairs and Maintenance (including description of costs)</li> <li>▪ Other</li> </ul> <p>Please provide as much information as you can. Holmans can then calculate the method that provides you with the best claim.</p> <p>If you are <b>claiming 100%</b> of the vehicle costs as <b>business/work</b> related – please <b>confirm</b> that you <b>have a <u>second</u> vehicle</b>.</p>		<p><i>Details and Costs for multiple vehicles should be provided separately.</i></p> <p><i>* A valid <b>logbook must</b> be a written record of all travel kept for a representative and continuous 12-week period. The logbook and business % can be valid for up to 5 years. You can also utilise an electronic logbook such as an app on your phone, so long as you can print out the required information.</i></p> <p><i>The ATO take a view that if you don't have another car, your only car cannot be 100% work/business related.</i></p>
<p><b>Other work-related expenses</b> to consider but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Annual practicing certificate</li> <li>▪ Memberships, associations, or registration fees</li> <li>▪ Professional Indemnity Insurance</li> <li>▪ Union Fees</li> <li>▪ Uniform (compulsory uniform) and Laundry</li> <li>▪ Work related Study Costs (Non-Tertiary)</li> <li>▪ Technical or professional publications/subscriptions</li> <li>▪ Work related books, DVDs etc.</li> <li>▪ Electronic Devices (iPad or similar)</li> <li>▪ Computer Equipment and Software</li> <li>▪ Repairs of equipment</li> <li>▪ First aid courses</li> <li>▪ Other</li> </ul>		<p><i>Please provide details of all applicable expenses.</i></p> <p><i>Where equipment items cost more than \$300, please provide a copy of the invoice.</i></p> <p><i>Where work/business use is not 100%, <b>please confirm the work use %</b>.</i></p>

	<b>PROVIDED (Y OR N/A)</b>	<b>FURTHER DETAILS / YOUR COMMENTS</b>
<p><b>Seminars and Training Courses</b> (<u>must</u> be related to your current employment/income):</p> <ul style="list-style-type: none"> <li>▪ Cost of the seminar</li> <li>▪ Travel to and from the seminar including airfares and transfers</li> <li>▪ Accommodation while attending the seminar</li> </ul>		<p><i>You will need proof of expenditure incurred – credit card records will suffice. You can only claim the nights related to attending the course.</i></p> <p><i>For example: 2 days on a course and 5 days personal holiday – only 2/7ths of the accommodation will be claimable.</i></p>
<p>If you used your <b>personal phone/internet / travel costs</b> for work related purposes, please provide the following:</p> <ul style="list-style-type: none"> <li>▪ Home Phone usage (\$ per month &amp; <b>business %</b>)</li> <li>▪ Mobile Phone usage (\$ per month &amp; <b>business %</b>)</li> <li>▪ Internet Costs (\$ per month &amp; <b>business %</b>)</li> <li>▪ Travel Costs (\$ per month &amp; <b>business %</b>)</li> </ul>		
<p>If you <b>worked from home</b>, please provide the <b>number of hours per week</b> <i>on average</i> that you use your home office for employment / work related purposes.</p>		
<p><b>Gifts and Donations</b> Only donations to registered Deductible Gift Recipients are tax deductible.</p> <p><i>Note: Raffle/lottery and charity event tickets are generally <u>not</u> deductible.</i></p>		<p><i>Please provide details/copies of receipts.</i></p>
<p><b>Income Protection Insurance</b> Premiums paid for the 2023 tax year.</p>		<p><i>Please provide copy of the annual statement of premiums from your insurer.</i></p>
<p><b>Tax Agent Fees</b> for the prior year. (<i>Only if Holmans were not your Accountant</i>)</p>		<p><i>Please provide details and or associated invoice.</i></p>
<p><b>Superannuation contributions</b> Did you make any during the tax year for your spouse?</p>		<p><b><i>Please provide your annual super fund statement</i></b></p> <p><i>Holmans will have details if</i></p>

	PROVIDED (Y OR N/A)	FURTHER DETAILS / YOUR COMMENTS
		<i>we look after your Self-Managed Super Fund</i>
<b>BUSINESS</b>		
<p>Did you run a business at any time during the year?</p> <p>If so, please refer to or request a copy of the <b>Holmans Business Checklist</b>.</p>		
<b>OTHER DETAILS</b>		
<p>Do you have a <b>spouse</b> or de-facto partner who does not complete their tax return with Holmans?</p> <p>If yes, please provide the following details for your spouse:</p> <ul style="list-style-type: none"> <li>▪ A copy of their completed 2023 tax return; and</li> <li>▪ Their Date of Birth and Tax File Number if not displayed in the tax return.</li> </ul>		
<p>Did you live in a remote area (e.g. Mt Isa, Broome, so-on)?</p> <p>If so, please provide the name of the <b>town/area</b> and the <b>number of nights</b> you lived there if not for a full year.</p>		<p><i>You will need to have genuinely lived there for <b>more than 183 nights to be eligible</b> for the Zone Tax Offset (usual place of residence).</i></p> <p><i>Note: Zone Tax Offset no longer applies to fly-in fly-out (FIFO) and (DIDO) drive-in drive-out employees.</i></p>
<p>Did you pay any Child Support during the year?</p> <p>If so, please provide details.</p>		<i>The ATO has income tests to determine eligibility for some tax offsets and government benefits. Child support is now taken into account.</i>
<p><b>Are there any other details you think we may need to complete your income tax return?</b></p> <p><i>The list above is intended to be a <u>guide</u> only.</i></p>		<i>Please provide details.</i>

	<b>PROVIDED (Y OR N/A)</b>	<b>FURTHER DETAILS / YOUR COMMENTS</b>
<i>If you have additional queries as to what other income and expenses might be applicable to your particular circumstances, please contact us.</i>		

I have reviewed my personal records for the period 1 July 2022 to 30 June 2023 and confirm, to the best of my knowledge, that the information provided to Holmans is true and complete.

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Signed

*Please be aware that the completeness and accuracy of the information you provide to us remains your responsibility. In engaging us to prepare your tax return, you acknowledge that you must provide us with all relevant information and documentation to complete the engagement. Under the Self-Assessment Regime (the laws which govern the completion of income tax returns), the onus is on you to have adequate documentation to support your income and deduction claims. This documentation in most cases must be retained for between 5 and 7 years, although it is 10 years for Self-Managed Superannuation Fund. The ATO and other government bodies have the right to impose penalties if you are unable to substantiate the amounts or if they determine there is missing, false or misleading information in the lodged tax return.*