

# 2021 Tax Return Checklist



**Name(s)**

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**Occupation and Employer**

Government employees please include level

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**Current Residential Address**

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**Current Postal Address**

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**Email Addresses**

(Please provide an email address for each individual)

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**Phone Number(s)**

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**How would you like to receive your tax return for signing**

- Electronically via Halletts' secure portal to email addresses above – NB *we need one per individual*
- Face to face – preferred Halletts contact?
- \_\_\_\_\_

**Bank Account Information for Refunds**

**Account Name**

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**BSB**

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**Account Number**

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Please tick off and complete each item below that is applicable to you

## INCOME

**PAYG Payment Summary & Allowances**

Please note – the majority of employers at not providing these any more

**Employer Lump Sum & Eligible Termination Payments**

Please include for all employers

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**Pensions, Super Lump Sums & Government Allowances**

These include ComSuper, allocated pensions and government payments

**Interest Received**

This includes amounts from bank accounts and investments. Please provide summary and include accounts held on behalf of children.

**Dividends Received**

Please provide summary and statements. Please note, dividends are considered as income on the date of payment, not the record date.

**Employee Share Schemes**

Please provide annual tax statements

**Partnership & Trust Distributions**

Please provide annual tax statements

**Business Income**

Please provide your MYOB file or details of any business income and expenses for the 2021 financial year

**Capital Gain or Loss**

Sales of shares or real estate are some common examples of events resulting in a capital gain or loss. Please provide both purchase and sale details.

**Foreign Source Income**

Please provide statements and details.

**Rental Income**

Please see page 6

**Other Income**

Please provide details of any other income including Farm Management Deposit withdrawals (FMDs).

## DEDUCTIONS

### Work Related Car Expenses

Car Model and Year	<input type="checkbox"/>	_____
Registration Number	<input type="checkbox"/>	_____
Total Number of Kms Travelled	<input type="checkbox"/>	_____
Total Work-related Kms Travelled	<input type="checkbox"/>	_____
Year of Log Book	<input type="checkbox"/>	_____

### Expenses

<input type="checkbox"/> Fuel	_____	<input type="checkbox"/> Registration	_____
<input type="checkbox"/> Insurance	_____	<input type="checkbox"/> Repairs	_____
<input type="checkbox"/> Lease Payments	_____	<input type="checkbox"/> Other	_____

Please note that we are no longer able to calculate your motor vehicle deductions using the 12% of cost method, or 1/3 of actual expenses. The only motor vehicle deductions available after 1 July 2015 will be using the log book method or the cents per Km method. If your work related Kms are >5,000 Kms we recommend taxpayers keep a log book for a consecutive 12 week period.

### Other Work-related Travel

\_\_\_\_\_  
Please provide details and receipts (eg airfares and accommodation)

### Work-related Clothing & Laundry

\_\_\_\_\_  
Please provide details

### Work-related Self-education

\_\_\_\_\_

### Expenses

Include any education expenses relating to your work

### Other Work-related Expenses

Associations & Memberships	<input type="checkbox"/>	_____
Conferences & Seminars	<input type="checkbox"/>	_____
Union Fees	<input type="checkbox"/>	_____
Books & Journals	<input type="checkbox"/>	_____
Stationery	<input type="checkbox"/>	_____
Computer Consumables	<input type="checkbox"/>	_____
Protective Items	<input type="checkbox"/>	_____
Home Office (hours per week)	<input type="checkbox"/>	_____
Did you work from home during COVID?	<input type="checkbox"/>	_____ Please provide dates
Internet	<input type="checkbox"/>	_____
Telephone	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

For expenses that are not solely work-related, please include work-related percentage.

**Interest & Dividend Deductions**

These include any expenses against interest and dividend income. Please provide details of interest paid on any investment borrowing.

**Donations**

Include amounts donated to local or overseas charities, or school building funds, please include receipts.

**Tax Agent Fees**

Please include details of Kms travelled, other costs (eg parking) incurred in seeing us and any taxation litigation costs.

**Personal Super Contributions**

Please provide details, amount and date of contribution. Please provide a copy of the confirmation letter from super fund and your notice of intent to claim a deduction form.

**Forestry Managed Investment Scheme Deduction**

Please provide details of expenses incurred as part of this investment.

**Other Deductions**

This may include cost of income protection insurance. Please also include details of Farm Management Deposits made during the 2021 financial year, please provide details.

**DETAILS OF SPOUSE AND DEPENDANTS**

**Spouse**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

If Halletts not preparing spouse's return we require the following:

Taxable Income \_\_\_\_\_

Reportable Fringe Benefits \_\_\_\_\_

Net Investment Loss \_\_\_\_\_

Net Rental Loss \_\_\_\_\_

Tax Free Government Pension \_\_\_\_\_

**Dependant 1 - Name**

Date of Birth \_\_\_\_\_

**Dependant 2 - Name**

Date of Birth \_\_\_\_\_

**Dependant 3 - Name**

Date of Birth \_\_\_\_\_

Please provide full names and dates of birth for all dependants

## OFFSETS

### Superannuation Contributions Made on Behalf of Your Spouse

Please provide details \_\_\_\_\_

### Medicare Levy Surcharge

Name of Health Insurer \_\_\_\_\_

Have you held private health insurance for the whole period 1 July 2020 – 30 June 2021? Yes  No

If no, what date did you join? \_\_\_\_\_

Type of Private Hospital Policy Held      Single      Couple      Family

Individuals and families with private health cover are exempt from Medicare Levy Surcharge.

Please ensure that new born family members are covered by the fund.

Families with full-time students under 24 years of age need to ensure that these family members remain covered by a Private Health Insurance cover, as the ATO deems them to be dependents.

### HELP, HECS and SFSS Debt

Please provide a copy of the ATO statement, if you have any debts. \_\_\_\_\_

### Any other relevant information or notes for completion of your return

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## RENTAL PROPERTY DETAILS

### Property 1

Name on Title Deed \_\_\_\_\_

Percentage Held \_\_\_\_\_

Address of Property \_\_\_\_\_

Date Purchased \_\_\_\_\_

Date First Rented \_\_\_\_\_

### Property 2

Name on Title Deed \_\_\_\_\_

Percentage Held \_\_\_\_\_

Address of Property \_\_\_\_\_

Date Purchased \_\_\_\_\_

Date First Rented \_\_\_\_\_

Please provide a copy of the settlement statement for new properties purchased during the year. Also, contact Halletts for any additional information that may be required (e.g. Quantity Surveyor's Report) in relation to the new properties.

## RENTAL PROPERTIES continued

Income		Property 1	Property 2
Gross Rental Income	<input type="checkbox"/>	_____	_____
Other	<input type="checkbox"/>	_____	_____
<b>Expenses</b>			
Advertising	<input type="checkbox"/>	_____	_____
Agent's Fees & Commission	<input type="checkbox"/>	_____	_____
Bank Charges	<input type="checkbox"/>	_____	_____
Body Corporate Fees	<input type="checkbox"/>	_____	_____
Cleaning	<input type="checkbox"/>	_____	_____
Council Rates	<input type="checkbox"/>	_____	_____
Gardening	<input type="checkbox"/>	_____	_____
Insurance	<input type="checkbox"/>	_____	_____
Interest on Loans	<input type="checkbox"/>	_____	_____
Land Tax	<input type="checkbox"/>	_____	_____
Legal Fees	<input type="checkbox"/>	_____	_____
Pest Control	<input type="checkbox"/>	_____	_____
Repairs & Maintenance	<input type="checkbox"/>	_____	_____
Stationery, Phone & Postage	<input type="checkbox"/>	_____	_____
Stamp Duty (ACT Properties only)	<input type="checkbox"/>	_____	_____
Water Rates	<input type="checkbox"/>	_____	_____
Other (incl any additions to property)	<input type="checkbox"/>	_____	_____

Please attach a copy of the agent's summary, if applicable.

Please note: Halletts handles your personal information in a responsible manner in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). We store information electronically on a secure server provided by a third party which is protected by the use of firewalls, password access, anti-virus software and is regularly backed up.