

## 2023 Individual Tax Return Checklist

Information	Information provided	Not applicable
Income		
Income statement/PAYG payment summaries		
Lump sum payments (eg employment termination payment)		
Non-cash benefits		
Partnership distribution statement, including copy of partnership tax return		
Trust distribution statement, including copy of trust tax return		
Documentation re foreign source income, foreign assets or property		
Bank statements stating interest earned, including for term deposits		
Dividend statements		
Employee share scheme statements		
Managed fund annual tax statement and capital gains tax statement – <i>usually</i> available from September onward.		
Buy/sell contract notes for any share transactions – for sale of shares the contract date is important, not when the trade settles.		
Contracts to acquire/dispose of investments other than shares and rental properties		
Records of cryptocurrency wallet transactions (eg Bitcoin) - a capital gains event occurs when you dispose of your cryptocurrency, whether by selling, exchanging, trading, use crypto to obtain goods or services or converting to another real currency (eg AUD).		
Work-related deductions (the ATO has released 39 specific occupation guides)		
Details of depreciable assets bought or disposed of during the income year (eg laptops)		
Details and receipts for home office expenses, including a diary for set rate deduction for working at home expenses.		
For the new 67c/hour rate, provide the number of hours from your diary – this rate covers phone, internet, energy, and stationery.		
The fixed rate method no longer requires a dedicated work area. A separate claim for equipment depreciation, repairs and maintenance is available.		
Professional journals/trade magazines		
Professional memberships/subscriptions		
Receipts for continuing professional development courses and seminars		
Receipts for self-education expenses		



Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel.	
Uniform claim relates only to occupation-specific, protective, or compulsory clothing.	
Vehicle logbook for motor vehicle expenses (if using the logbook method) - Vehicle logbook maintained for 12 continuous weeks.	

Information	Information provided	Not applicable
Other deductions		
Receipts for donations of \$2 and over to deductible gift recipients – <i>lottery tickets</i> excl.		
Expenditure incurred in managing tax affairs (eg tax agent fees)		
Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)		
Income protection insurance premiums		
Rental properties		
Date when property was purchased, including details of co-ownership if applicable		
Period property was rented out during the income year – also personal use period		
Records detailing rental income (annual statement from property agent, if engaging services of an agent)		
Loan statements for property showing interest paid for the income year		
Expenses incurred such as water charges, land tax and insurance premiums		
Details of depreciable assets bought or disposed of during the income year		
Details of any capital works on the property		
If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property - the contract date is relevant for sale of property, not when the settlement occurs.		
Offsets/rebates		
Details of any superannuation contributions for spouse		
Details of dependants, including their age, occupation, and income		
Private health insurance statement (and details of prepaid premiums)		
If operating as a sole trader		
Cashbook, which includes records of drawings taken before the business takings were banked		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year		
Copies of income statements/PAYG summaries for employees		

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Statements of all liabilities of the business		
Records from accounting software (eg trial balance, profit and loss, and balance sheet)		
Payments of salaries and superannuation to associates		
Details of any assets purchased, including date of purchase and amount		
Details of superannuation contributions for employees		
Details of any government grants, subsidies, payments or rebates received		

Information	Information provided	Not applicable
Other information – all individuals		
Details of residency status		
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible		
Notice of superannuation contributions		
Individual's total superannuation balance		