

2023 Income Tax Return Checklist

w/ investment property

Full name			
Postal address			
Residential address			
Email address			
Mobile phone			
Tax file number		Date of birth	
Bank details	BSB	Account number	

During the period 1 July 2022 to 30 June 2023:

How many employers did you have?	0	1	2	3	4+
What was your main occupation title ?					

Did you earn any bank interest income?	Yes	No	Amount:
Did you earn any share dividend income?	Yes	No	
Did you earn any managed funds income?	Yes	No	
Did you buy, trade, or sell any cryptocurrency ?	Yes	No	
Did you have an investment property ?	Yes	No	
Did you sell any assets during the financial year?	Yes	No	Asset type:

How many dependent children lived with you? <small>*Children up to 21 years of age and full-time students under 25 years.</small>	0	1	2	3	4+
Did you have private health insurance ?	Yes	No	Provider:		
What type of private health insurance coverage did you have?			Extras Only	Hospital Cover	

Did you have a spouse (married or de facto)?	Yes	No
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Spouse's name:			
Spouse's DOB:		Spouse's taxable income:	\$

Did you use your vehicle for work travel during the year?	Yes	No
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You can't claim car expenses for travel between home and work or vice versa, even if you live a long way from your work. You also can't claim car expenses if you were reimbursed for them by your employer.

Vehicle make / model		Rego number	
Purchase price		Date purchased	

Choose Option A unless you possess a current logbook, in which case you may choose Option B.

A	Claiming the cents per kilometre method
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Total work kilometres travelled for the year:	*Max 5,000kms	kms
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B	Claiming the logbook method
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Do you have a current logbook ? <i>*Each logbook you keep is valid for 5 years, but you may start a new logbook at any time.</i>	Yes	No
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What date was your logbook completed?	
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What percentage of your vehicle's usage was for work purposes?	%
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Provide your **vehicle's expenses** for the year. Provide actual costs, not estimates.
**Provide whole amounts and we'll apportion them based on your work-related percentage.*

Registration	\$	Insurance	\$
Repairs and Maintenance	\$	Fuel and oil	\$
Interest	\$	Other	\$

Did you incur any work-related travel expenses ?	Yes	No
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Types of expenses may include public transport, air travel, taxi fares, ride-share fees, road tolls, parking fees, short-term car hire, meals, incidental expenses, accommodation, etc.

- expense type and total:
- expense type and total:
- expense type and total:

Did you incur any work-related **uniform, clothing, laundry, protective equipment expenses**?

Yes

No

This is a uniform, either compulsory or non-compulsory that is unique and distinctive to the organisation for whom you work. You can claim the costs of washing, drying, and ironing eligible work clothes, or having them dry-cleaned. You must have written evidence, such as diary entries and receipts, for your laundry expenses if the amount of your claim is greater than \$150.

• expense type and total:

• expense type and total:

• expense type and total:

Did you have any **self-education expenses** relating to your job?

Yes

No

Self-education expenses are deductible when the course you undertake leads to a formal qualification. The course must have a sufficient connection to your current work activities as an employee and: maintain or improve the specific skills or knowledge you require in your current work activities; and result in, or is likely to result in, an increase in your income from your current work activities.

• expense type and total:

• expense type and total:

Did you use your **home office** for work purposes?

Yes

No

To claim home office, you need to have a dedicated work area, such as a home office when you perform any work from home.

What is the total number of hours you worked from home in the year?

Did you keep a record of all the hours you worked from home?
**E.g., a timesheet, roster, diary, or similar document.*

Yes

No

Total home energy expenses (electricity and gas) paid for the year?

What percentage of your home's energy expenses were work-related?

%

Did you use your **home internet** for work-related purposes?

Yes

No

If you used your own internet for work purposes, you may be able to claim a deduction if you spent the money yourself; the expense was directly related to earning your income, and you have a record to prove it.

What was your average monthly home internet cost?

What percentage of your home internet usage was work-related?

%

Did you use your **mobile phone** for work-related purposes?

Yes

No

If you used your own mobile phone for work purposes, you may be able to claim a deduction if you spent the money yourself; the expense was directly related to earning your income, and you have a record to prove it.

What was your average monthly mobile phone bill?

What percentage of your mobile phone usage was work-related?

%

Did you incur any other work-related expenses?	Yes	No
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Items may include books, periodicals, digital information, protective glasses, cosmetics containing sun protection, overtime meals, seminars, conferences, education workshops, union fees, subscriptions to associations, tools, or equipment <\$300, stationery, briefcases, satchels, etc.

- expense type and total:
- expense type and total:
- expense type and total:
- expense type and total:

Did you purchase any tools, equipment, etc. that cost over \$300?	Yes	No
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If you bought tools, equipment, or other assets to help earn your income, you can claim a deduction for some or all the cost. If you use the tools for both work and private purposes, you will need to apportion the amount you claim. If you have a computer that you use for private purposes for half of the time, you can only deduct 50% of the cost.

- item description, date of purchase, purchase price, and work-related percentage:
- item description, date of purchase, purchase price, and work-related percentage:

Did you make any donations of \$2 or more?	Yes	No
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- recipient and total:
- recipient and total:

Did you pay any tax agent / accounting fees?	Yes	No	Amount
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Did you make any post-tax super contributions? <i>*Does not include salary sacrifice.</i>	Yes	No	Amount
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Did you submit a notice of intent to claim a tax deduction form to your super fund for the contributions you made?	Yes	No
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Did you pay any income protection insurance? <i>*Excludes policies covered within your super fund.</i>	Yes	No	Amount
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Did you pay any child support?	Yes	No	Amount
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Do you have any HELP / SFSS / TSL debt?	Yes	No	Balance
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Do you have any notes or comments for GTS? <i>*If you're a new client referred by someone, provide their name here.</i>			
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Did you have a **rental property** during the year? Yes No

- property address:

Purchase date of property: **Purchase cost:**

Number of weeks available for rent during the year:

Was the **property sold** during the year? Yes No
If property was sold, provide settlement statement for both purchase and disposal.

- date of sale:

Do you have a **quantity surveyor report**? Yes No
**If yes, provide a copy. This is also known as a depreciation schedule.*

Do you **share ownership** of the property? Yes No

- name and % ownership:

- name and % ownership:

- name and % ownership:

Rental property income earned for the year

Gross **rental income** earned for the year:

Other rental income received during the year:

Rental property expenses paid during the year

Advertising costs:

Bank fees:
Bank fees paid for accounts used for collecting rent and paying outgoings.

Body corporate fees:

Borrowing expenses:
Search fees, valuation fees, survey and registration fees, lender's mortgage insurance, etc.

Capital allowances:
Annual write-off for the depreciation of the building and/or any structural improvements or additions. See depreciation schedule prepared by quantity surveyor.

Cleaning costs:

Council rates:	
Depreciation of fixed assets: <i>Carpets, blinds, hot water system, air conditioning, etc. See depreciation schedule prepared by quantity surveyor.</i>	
Electricity and gas costs: <i>Electricity and gas expenses not paid for by the tenant.</i>	
Gardening and landscaping costs:	
Insurance: <i>Insurances may cover building, fire, burglary, public liability, landlord insurance, etc.</i>	
Interest paid on loan:	
Land tax:	
Lease preparation, registration, and stamping costs:	
Legal costs: <i>Recovering unpaid rent, seeking damages for breach of agency agreement, reviewing tenant credit worthiness, etc.</i>	
Pest control costs:	
Property management fees / commission:	
Quantity surveyor's fees:	
Repairs and maintenance: <i>Initial repairs will be considered capital improvements and written down over time.</i>	
Secretarial and bookkeeping fees:	
Security monitoring costs:	
Stationery: <i>Stationery used to maintain your rental records. Telephone calls relating to property management – Keep a diary record of these to satisfy the ATO. Postage on documents relating to property management.</i>	
Water charges:	

Did you purchase any assets for the property?	Yes	No
<ul style="list-style-type: none"> • Date, description, and cost: 		
<ul style="list-style-type: none"> • Date, description, and cost: 		
<ul style="list-style-type: none"> • Date, description, and cost: 		