



Stephen K. Shirley
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1 JULY 2022 TO 30 JUNE 2023 INCOME TAX CHECKLIST

Tick the box beside the items that apply to you - if you are unsure,
please do not hesitate to call the office for assistance - (08) 8363 5222.

INCOME

- | | |
|--|---|
| PAYG payment summary/s (Group Certificates) | Lump Sum and Termination Payment Summaries |
| Government payment statements | Pension Income |
| Interest income from Banks (including TFN Withholding Tax if any deducted) | Dividend statements for dividends received detailing franked, un-franked dividends and franking credits |
| Business Income (Summary of Income & Expenses) | Rental Property (Summary of Income & Expenses including Capital Acquisitions for Depreciation) |
| Details of Capital Sales including; | Income from Trust & Partnerships |
| • Shares (date, proceeds of sale, details of acquisition) | Foreign Source Income |
| • Real Estate (date, settlement statements, acquisition and sale) | |

EXPENSES

- | | |
|---|---|
| Motor Vehicle Expenses – One of the following: | Conference & Seminar (expenses and “out of pocket-travel” as travel) |
| • Need record of calculation of kms travelled for business purposes (up to max 5,000km), Standard Rate \$0.78c/km | Protective Gear (for example outdoor workers who buy sunscreen, sunglasses, hats for work) |
| • Logbook, business use method, business use _____% | Uniform & Protective Clothing (purchase and maintenance) |
| • Requires Speedo | Tools of Trade, Union Dues & Professional Subscriptions |
| • 01/07/2022 _____ KM 30/06/2023 _____ KM | Home Office Expenses \$0.67c per hour (including electricity/gas, internet, mobile, computer, consumables & stationery) |
| Business/Work Travel Expenses (fares and accommodation) | Interest Expenses |
| Mobile Phone (cost and percentage of business use) | Donations |
| Reference Books, Magazines and Self Education Expenses (if the course directly relates to your employment then all expenses incurred including, car parking, distance travelled & child care) | Private Health Insurance Rebate (Annual Statement detailing Name of Fund, Type of Cover, Amount Paid, Family Members Covered) |
| Income Protection Insurance | Personal Non-deductible Super Contribution for Government Co-Contributions |
| Cost of Managing Tax Affairs (my fees) | Spouses Details including taxable income |
| Personal Superannuation Contribution - Please provide an acknowledgment letter from your Super Fund | Air Pods/Headphones (used for Podcasts/Mobile) |
| Small Business Only - Spend on Digital Technology get 120% tax deduction | Covid related products (e.g. R.A.T. tests, masks, sanitiser) |
| New Vehicle Acquisition Information (including Purchase Statement and Loan Statement) | |

If a **REFUND** is due – your bank details will also be required as all refunds will be EFT (electronically transferred) directly by the Australian Taxation Office. Please provide your bank details to avoid delays in processing your return.

Please note that you must have retained RECEIPTS and other documentary evidence to SUBSTANTIATE most expenses listed above. There may be other deductible expenses you are entitled to, so please bring in details of any payments you have made that relate to earning your income.

REVISED FIXED RATES

Revised fixed rate method

The revised fixed rate method allows you to claim \$0.67c per hour you work from home for the expenses listed below.

You no longer require a dedicated home office to use this method.

Expenses included in the revised fixed rate are:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery.

✘ **You can't claim** a separate deduction for any of the expenses the revised fixed rate includes.

✔ **You can claim** a separate deduction for:

- the decline in value of assets used while working from home, such as computers and office furniture
- the repairs and maintenance of these assets
- cleaning (only if you have a dedicated home office).

For work from home expenses using the fixed rate method before 2022-23, see ato.gov.au/WFH52cents

Record keeping checklist

Check you have the correct records before claiming a working from home deduction.

If you don't have records, don't claim the expense.

You will need the following records:

A record of all the hours you work from home for the entire year (e.g. a timesheet, roster, diary or similar document)

Evidence you paid for the expenses covered by the revised fixed rate method (e.g. if you use your phone and electricity when you work from home, keep one bill for each of these expenses).

You will also need records for items you claim as a separate deduction.

For the 2022–23 income year

From 1 July 2022 to 28 February 2023, we'll accept a record which represents the total number of hours worked from home (e.g. a 4 week diary).

From 1 March 2023, a record of all the hours you worked from home is required.