



Your 2021 Individual Tax Checklist

If Alexander Spencer have not prepared your return previously, please attach a full copy of your previous year's tax return and any other relevant information from previous years.

- If you own a rental property, please refer to our *Rental Property Schedule*.

Personal Details

Title: Mr Mrs Miss Ms Other:

Full Name:

Occupation:

Phone No:

Mobile:

Your Tax File Number:

Date of Birth:

Home Address:

Postal Address:

Email Address:

Full Name of Spouse:

Spouses Date of Birth:

Date of Marriage (if married during the year):

Spouses Taxable Income 2021:

If Alexander Spencer is not preparing your partners tax return, please provide us with their taxable income as their income may be required to be recorded in your tax return.

Your Bank Account Details (to receive any tax refund electronically)

Account Name:

BSB (Must be 6 digits)

Account Number:

Income Details

1. **Payment Summaries/Income Statements** (including pensions & Centrelink)

How many Payment Summaries / Income Statements do you have for 2021 financial year? _____

It's important to wait until your employer finalises your income statement to make it 'tax ready' before we lodge your tax return.

Most employers have until 31 July to finalise your income statement for the year.

2. **Other Salary Income** (includes any directors' fees, commissions, tips etc.)

3. **Termination Payments** (if you received a lump sum termination

payment please provide Eligible Termination Statement – ETP Statement)

Yes

No

4. **Interest** (money received on your bank accounts)

Name of Bank	Account No	Total Interest Received	TFN Withholding	Joint Account?	
1.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.				Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. **Dividends**

Did you receive dividends during the financial year?

Yes No

Please provide copies of dividend statements of income received. Also note that if on the dividend reinvestment plan (DRP) which means you don't physically receive dividends (the company uses that money to buy you more shares) that is still income and must go into your tax return.

6. Trusts Distributions and Partnership Income (i.e. examples of trusts are public funds or unlisted/family trusts). Name of trust or partnership – Please provide documents including year end Tax Statements to show income from the funds you list.

1.

2.

7. Capital Gain – Did you sell any assets such as shares, cryptocurrency, vacant land or investment properties which were acquired after 20 September 1985? *If yes, then please attach documentation of when it was purchased, its cost, and any documents relating to its sale or the funds received.* Yes No

8. Rental Income – Please attach details of the rent received and all expenses in their separate categories. *A Rental Property Schedule is available from our website for your convenience.*

Please supply settlement sheets and purchase documents for properties if applicable.

Should you require the services of a Quantity Surveyor for a depreciation report please contact us for a referral of the firm we use.

List of rental properties, all information attached:

9. Foreign Income

Did you receive foreign income/salary? – please attach all relevant documentation. Yes No

Did you receive any Foreign Dividends? If yes, please provide statements. Yes No

10. Any Other Income Including Cryptocurrency - Any other income you received in the financial year which doesn't fit into any of the above categories - *please provide details.*

Deduction Details

Please ensure you can substantiate all claims.

1. Motor Vehicle

Were you required to use your own car for business/work purposes during the year? Yes No

If yes, then please provide information for either (a) or (b) below.

(a) Logbook Method: What is the business % use per your logbook?

You must keep a logbook for a minimum of period of 12 continuous weeks and it must be less than 5 years old. Ensure you have all expense receipts.

Please provide details of all expenses you incurred over the financial year under the following categories:

Expense Type	Amount (\$)
Fuel (please keep all receipts)	
Insurance	
Registration	
Services/Repairs/Tyres	
Loan Interest or lease payments (if applicable) – if you have hire purchase or lease please attach the paperwork	
Other – please specify:	

Cost of vehicle:

Date of purchase:

(b) Cents Per Kilometre Method: How many business kilometres did you travel during the year (up to 5000 kms) Kilometres? *Please ensure you can justify your claim with explanatory diary records or a logbook:*

2. Work Uniform

Do you wear a logo uniform or require protective clothing?

Yes No

If yes, please provide the costs associated with purchasing and maintaining the uniform, e.g. laundry (up to \$150 without receipts, but with justification) cost of protective clothing such as work boots, sunscreen, hats, eye protection. You must have all receipts.

3. Donations (Please ensure the receipt states Tax Deductible)

N/A

Name of Body	Amount (\$)

4. Tax Agent Fees (from previous year, 2020 FY):

5. Interest & Dividend Deductions

Description	Amount (\$)
Interest on dividend or other investment income	
Cost of investment advisor	
Reference Materials	
Other – please specify:	

6. Other Work-Related Deductions – please provide details and ensure you have kept all receipts and diary records.

Description	Amount (\$)
Diary, stationery, work materials	
Union Fees / Professional Body Memberships	
Mobile phone (total cost per month x work-related %)	
Tools and equipment (costing \$300 or less, only)	
Tools and equipment (costing more than \$300) <i>Please attach all documents/receipts so we can depreciate.</i>	
Seminars & short courses	
Income protection insurance (<i>note: life insurance is not tax deductible</i>) <i>attach notice from Insurer</i>	
Subscriptions	
Other – please specify:	

7. Home Office Expenses, including Working from home due to COVID-19

Please complete all questions below where possible.

(i) Were you required to work from home due to COVID-19? Yes No

(ii) Did you undertake work activities from home for reasons other than COVID-19 lockdown restrictions? Yes No

(iii) How many days or weeks did you work from home? Please exclude annual leave and sick days. *You must be able to provide a 4-week representative diary log in an audit situation.*

Total days worked from home between 01 July 2020 – 30 June 2021

or

Total weeks worked from home between 01 July 2020 – 30 June 2021

(iv) How many hours did you typically work from home per day or week? Provide extra details if needed.

Hours per day:

Hours per week:

(v) Were you required to use your own internet connection to perform your work?

Cost of internet per month:

Your work-related portion of internet usage, as a percentage or a dollar value:

How many people in your household were using the internet connection concurrently? Please detail.

10. Self-education Expenses include seminar costs, textbooks, stationery, student union fees, course fees (except HECS/HELP), depreciable items used for self-education purposes e.g. Computer, Reference library

Please advise the connection between your course/ studies and your current employment

Tax Offsets & Rebates

1. Superannuation – New Rules

(a) From 1 July 2017 individuals may claim a tax deduction for personal contributions made into super.

Did you make a super contribution into a complying superannuation fund between 01 July 2020 and 30 June 2021? Yes No

Amount contributed to super

Have you given a valid written notice in the approved form to your receiving super fund? Yes No

Has your receiving super fund provided you with a written acknowledgement of your notice? Yes No

(b) Have you made any personal, after-tax, contributions to your superannuation fund? Yes No

If so, you may be entitled to super co- contributions of up to \$500 (conditions apply). We do not require any information for your tax return as the process to claim this is automatic between the Australian Taxation Office and your superfund upon lodgment of your tax return.

(c) Have you made superannuation contributions on behalf of your spouse? Yes No

Other Information

Were you an Australian resident for tax purposes for the entire year? If no, please call to discuss this issue as residency is a potentially complex area.

Yes No

Did you stop full-time education during the 2020/21 year?

Yes No

Did you live in a remote area or serve in the defense forces during the 2020/21 year? Yes No

Other: Please list any other information which you are unsure of, or which you would like us to be aware of. Please use this space to include details of expenses if not enough space was available in the previous sections.