

2023 Tax Return Checklist.

Required Information

Please supply the following information and documentation:

Income	
<input type="checkbox"/>	Have you changed your occupation? If yes, please provide details.
<input type="checkbox"/>	PAYG Summaries from employers, Centrelink and/or Superannuation Fund
<input type="checkbox"/>	Interest and/ or dividend income
Work-Related Expenses (not paid by employer)	
<input type="checkbox"/>	A record of the hours you worked from home for the entire year (e.g. a timesheet, roster, diary or similar document). Note: From 1 Jul 2022 to 28 Feb 2023, the ATO will accept a record which represents the total number of hours worked from home (e.g. a 4 week diary). From 1 Mar 2023, you will need a record of all hours you worked from home.
<input type="checkbox"/>	Receipts for any travel expenses (inc. tolls & parking)
<input type="checkbox"/>	Receipts for any work specific clothing
<input type="checkbox"/>	Receipts for any self-education expenses (inc. conferences)
<input type="checkbox"/>	Receipts for any home office expenses (e.g. if you use your phone and electricity, keep one bill for each expense).
<input type="checkbox"/>	Optional: You need the following evidence to show you incur additional home office running expenses: <ul style="list-style-type: none"> • receipts, bills or invoices which show the supplier, amount of the expense, nature of the goods, date it was paid and the date of the document • evidence of your personal and work-related use of the items or services you buy and use.
<input type="checkbox"/>	Details of depreciable assets (e.g.: Laptop, iPad, study desk etc) <ul style="list-style-type: none"> • when and where you buy the item and its cost • when you started using the item for a work-related purpose • how you worked out your work-related %, such as a diary For more information on claiming home office expenses, please see Tax time 2023 · Working from home deduction
<input type="checkbox"/>	Details of any other work-related expenses
Other Expenses	
<input type="checkbox"/>	List of donations >\$2 to registered charities
<input type="checkbox"/>	Accounting fees (if tax return not previously completed by Kearney Group)
Other Items	
<input type="checkbox"/>	Private Health Insurance Annual Tax Statement
<input type="checkbox"/>	Details of Spouse's taxable income (if not a client of Kearney Group)

Additional Information (if applicable)

Income	
<input type="checkbox"/>	Business Income Summary or reconciled Xero/Other file as at 30 June
<input type="checkbox"/>	Lump Sum Payments (e.g.: Employment Termination Payments)
<input type="checkbox"/>	Managed Fund annual tax statements (if not managed by Kearney Group Private Wealth)
<input type="checkbox"/>	Trust and/or Partnership distribution statements
<input type="checkbox"/>	Employee Share Scheme annual tax statements
<input type="checkbox"/>	Buy/Sell documents upon the sale of shares and units
Other Expenses	
<input type="checkbox"/>	Business-related expenses and bank statements
<input type="checkbox"/>	Annual income protection insurance premium
<input type="checkbox"/>	Investment loan interest and bank statements for the financial year
Other Items	
<input type="checkbox"/>	Details of Spouse's taxable income (if not a client of Kearney Group)

Motor Vehicle (if using log book)

Required Information	
<input type="checkbox"/>	M/V details (if not the same as last financial year)
<input type="checkbox"/>	Current odometer reading
<input type="checkbox"/>	M/V registration
<input type="checkbox"/>	M/V insurance
<input type="checkbox"/>	Receipts for any M/V repairs & maintenance
<input type="checkbox"/>	Receipts for any other expenses (e.g.: car washes, roadside assistance membership)
<input type="checkbox"/>	M/V finance or lease agreement (if applicable)
<input type="checkbox"/>	M/V purchase or sale documentation (if applicable)

Rental Income & Expenses (if applicable)

Rental Income	
<input type="checkbox"/>	Annual Rental Statement from Property Agent
<input type="checkbox"/>	If not engaging the services of an agent, please provide a summary of income
Rental Expenses	
<input type="checkbox"/>	Body corporate fees
<input type="checkbox"/>	Council rates
<input type="checkbox"/>	Water rates
<input type="checkbox"/>	Landlord insurance
<input type="checkbox"/>	Receipts for repairs/renovation (e.g.: painting, plumbing, installation of doors/cabinets)
<input type="checkbox"/>	Annual land tax assessment
<input type="checkbox"/>	Loan statements for the property showing interest paid for the financial year
<input type="checkbox"/>	Quantity Surveyors Report (if applicable)
Sale/Purchase of Property (if applicable)	
<input type="checkbox"/>	Contract of Sale/Purchase
<input type="checkbox"/>	Statement of adjustments
<input type="checkbox"/>	Details of additional costs incurred not listed in above

Important Note:

Tax returns are assessed on a Self-Assessment basis. This means that the ATO may not check whether the information you have submitted is correct. We will make every effort to prepare your return accurately, however, we rely on you to ensure all relevant information is disclosed to us.

Upon completion of your tax return, you will be asked to review every page of the income tax return, and confirm that all information is correct and there are no omissions or misstatements.

- **Income:** You must declare income from all sources, in and out of Australia, including net capital gains received, for the year of income in your tax return.
- **Expenses:** To claim a work-related or other expense deduction, you must demonstrate that you have incurred the expense for income-producing purposes.

You must obtain original receipts and keep them for a minimum of five years from the date your return is lodged. The receipts must contain the following details: name of supplier and amount of expense; nature of goods/services and date of the expenses; date of the document.

For more on substantiation legislation visit:

<https://www.ato.gov.au/Individuals/Ind/Supporting-documentation/>.