



## 2015 Individual Income Tax Return Checklist



Please use the following checklist as a guide to the relevant information we may need to complete your 2015 Individual Tax Return. Using this guide may assist in maximizing your deductions and save you time and unnecessary fees. Please note that the 2015 individual income tax return interview checklist has been prepared based on the draft form provided by the Australian Taxation Office at the time of writing.

Please bring this form to your appointment or send with the relevant documentation to:

1. Email to [office@mlctax.com.au](mailto:office@mlctax.com.au); or
2. Mail to MLC Taxation & Business Services, PO Box 9061, Traralgon VIC 3844; or
3. Deliver to 29A Church Street, Traralgon; or
4. Fax to (03) 5176 4933.

Full name	
Tax File Number	
Date of Birth	
ABN	
Postal Address	
Residential Address	
Postal Address	
Contact Number	
Email	
Bank Details	BSB: Account Number:
Account Name	
Main occupation	
Spouse Name & TFN	



# 2015 Individual Income Tax Return Checklist



## INCOME CHECKLIST

1. Salary or wages ..... YES/NO
  2. Allowances, earnings, tips, director's fees etc ..... YES/NO
  3. Employer lump sum payments ..... YES/NO
  4. Employment termination payments ..... YES/NO
  5. Australian Government allowances and payments like Newstart, youth allowance and Austudy payments ..... YES/NO
  6. Australian Government pensions and allowances ..... YES/NO
  7. Australian annuities and superannuation income streams ..... YES/NO
  8. Australian superannuation lump sum payments ..... YES/NO
  9. Attributed personal services income ..... YES/NO
  10. Gross Interest ..... YES/NO
  11. Dividends ..... YES/NO
  12. Employee share schemes ..... YES/NO
  13. Distributions from partnerships and/or trusts ..... YES/NO
  14. Personal services income (PSI) ..... YES/NO
  15. Net income or loss from business (as a sole trader) ..... YES/NO
  16. Deferred non-commercial business losses ..... YES/NO
  17. Net farm management deposits or repayments ..... YES/NO
  18. Capital gains ..... YES/NO
  19. Foreign entities:
    - Direct or indirect interests in controlled foreign company ..... YES/NO
    - Transfer of property or services to a non-resident trust..... YES/NO
  20. Foreign source income (including foreign pensions) and foreign assets or property ..... YES/NO
  21. Rent ..... YES/NO
  22. Bonuses from life insurance companies or friendly societies ..... YES/NO
  23. Forestry managed investment scheme income ..... YES/NO
  24. Other income (please specify below) ..... YES/NO
- .....



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## DEDUCTION CHECKLIST

### D1. Work related car expenses

- cents per kilometre method (up to a maximum of 5,000 kms) ..... YES/NO
- log book method ..... YES/NO
- one-third of actual expenses method ..... YES/NO
- 12% of actual cost method ..... YES/NO

### D2. Work related travel expenses

- Employee domestic travel with reasonable allowance ..... YES/NO
  - If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? ..... YES/NO
- Overseas travel with reasonable allowance ..... YES/NO
  - Do you have receipts for accommodation expenses? ..... YES/NO
  - If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)... YES/NO
- Employee without a reasonable travel allowance ..... YES/NO
  - Did you incur and have receipts for airfares? ..... YES/NO
  - Did you incur and have receipts for accommodation? ..... YES/NO
  - Do you have receipts for hire cars (if applicable)? ..... YES/NO
  - Did you incur and have receipts for meals and incidental expenses? ..... YES/NO
  - Do you have any other travel expenses? ..... YES/NO
- Other work-related travel expenses (e.g., a borrowed car) ..... YES/NO

### D3. Work related uniform and other clothing expenses

- Protective clothing ..... YES/NO
- Occupation specific clothing ..... YES/NO
- Non-compulsory uniform ..... YES/NO
- Compulsory uniform ..... YES/NO
- Conventional clothing ..... YES/NO
- Laundry expenses (up to \$150 without receipts) ..... YES/NO
- Dry cleaning expenses ..... YES/NO
- Other claims such as mending/repairs, etc (please specify) ..... YES/NO



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## D4. Work related self-education expenses

Course taken at educational institution:

- union fees ..... YES/NO
- course fees ..... YES/NO
- books, stationery ..... YES/NO
- depreciation ..... YES/NO
- travel ..... YES/NO
- other (please specify) ..... YES/NO

## D5. Other work related expenses

- Home office expenses ..... YES/NO
- Computer and software ..... YES/NO
- Telephone/mobile phone ..... YES/NO
- Tools and equipment ..... YES/NO
- Subscriptions and union fees ..... YES/NO
- Journals/periodicals ..... YES/NO
- Depreciation ..... YES/NO
- Sun protection products (i.e., sunscreen and sunglasses) ..... YES/NO
- Seminars and courses not at an educational institution:
  - course fees ..... YES/NO
  - travel ..... YES/NO
  - other (please specify) ..... YES/NO
- Any other work related deductions (please specify) ..... YES/NO

## Other types of deductions

- D6. Low value pool deduction ..... YES/NO
- D7. Interest deductions ..... YES/NO
- D8. Dividend deductions ..... YES/NO
- D9. Gifts or donations ..... YES/NO
- D10. Cost of managing tax affairs ..... YES/NO
- D11. Deductible amount of undeducted purchase price of a foreign pension or annuity..... YES/NO



# 2015 Individual Income Tax Return Checklist



## D12. Other types of deductions (continued)

D12. Personal superannuation contributions ..... YES/NO

Full name of fund: ..... Account no: .....

Fund ABN: ..... Fund TFN: .....

Do you pass the 10% test? ..... YES/NO

Have you provided the fund a notice of intention to deduct the contribution?..... YES/NO

Has this notice been acknowledged by the fund?..... YES/NO

D13. Deduction for project pool ..... YES/NO

D14. Forestry managed investment scheme deduction ..... YES/NO

D15. Other deductions (please specify) ..... YES/NO

.....

L1. Tax losses of earlier income years ..... YES/NO

## TAX OFFSETS / REBATES

T1. Are you a senior Australian or a pensioner? ..... YES/NO

T2. Did you receive an Australian superannuation income stream? ..... YES/NO

T3. Did you make superannuation contributions on behalf of your spouse? ..... YES/NO

T4. Did you live in a remote area of Australia or serve overseas with the Australian defence  
force or the UN armed forces in 2015? ..... YES/NO

T5. Did you have net medical expenses in 2015? ..... YES/NO

If so, do these medical expenses include expenses relating to disability aids, attendant  
care or aged care expenses?..... YES/NO

Did you claim for NMETO in 2013 and 2014? ..... YES/NO

T6. Did you maintain a dependant who is unable to work due to invalidity or carer  
obligations?..... YES/NO

T7. Are you entitled to claim the landcare and water facility tax offset? ..... YES/NO

T8. Other non-refundable tax offsets (please specify)..... YES/NO

T9. Other refundable tax offsets (please specify)..... YES/NO



# 2015 Individual Income Tax Return Checklist



## OTHER INFORMATION

A. Are you entitled to the Medicare levy exemption or reduction in 2015? ..... YES/NO  
*(If yes, please specify):*.....

B. Did you have private health insurance in 2015? ..... YES/NO  
*(If yes, please provide the annual statement received from your health fund)*

C. Were you under the age of 18 on 30 June 2015?..... YES/NO

D. Did you become an Australian tax resident at any time during the 2015 income year?..... YES/NO

E. Did you cease to be an Australian tax resident at any time during the 2015 income year? ... YES/NO

F. Did you make a non-deductible (non-concessional) personal super contribution? ..... YES/NO

G. Do you have a HECS/HELP liability or a student financial supplement loan debt? ..... YES/NO

I. Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company? ..... YES/NO

J. Do you have a loan with a private company or have such a loan amount forgiven? ..... YES/NO  
*(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):*

.....  
K. Did you receive any benefit from an employee share acquisition scheme? ..... YES/NO

L. Family Tax Benefit ('FTB'):  
– Did you have care of a dependent child in 2015?..... YES/NO  
– Did you or your spouse receive FTB through the Department of Human Services in 2015? YES/NO

M. Income tests information  
– Do you have any total reportable fringe benefits amounts in 2015?..... YES/NO  
– Do you have any reportable employer superannuation contributions in 2015?..... YES/NO  
– Did you receive any tax-free government pensions in 2015?..... YES/NO  
– Did you receive any target foreign income in 2015?..... YES/NO  
– Did you have a net financial investment loss in 2015?..... YES/NO  
– Did you have a net rental property loss in 2015? ..... YES/NO  
– Did you pay child support in 2015?..... YES/NO  
– Number of dependent children? \_\_\_\_\_



# 2015 Individual Income Tax Return Checklist



## N. Spouse Details (if applicable)

- Did you have a spouse for the full year from 1 July 2014 to 30 June 2015? ..... YES/NO
  - If you had a spouse for only part of the income year, please specify the dates between 1 July 2014 to 30 June 2015 when you had a spouse:  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- What was your spouse's taxable income for the 2015 income year? \$.....
- Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income ..... YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2015 income year? ..... YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2015 income year? ..... YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2015 income year? ..... YES/NO
- Did your spouse receive any exempt pension income in the 2015 income year? ..... YES/NO
- Does your spouse have any reportable super contributions for the 2015 income year?... YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*? ..... YES/NO
- Did your spouse receive any 'target foreign income' in the 2015 income year? ..... YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2015 income year? ..... YES/NO
- Did your spouse pay child support during the 2015 income year? ..... YES/NO
- If your spouse is 55 to 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2015 income year that included a taxed element that does not exceed their low rate cap? ..... YES/NO

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

*Signature of taxpayer*

*Name (print)*

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