

2023 INDIVIDUAL TAX RETURN CHECKLIST

Here's a checklist to help you prepare the information for your tax return.

Income

<input type="checkbox"/>	Bank interest Earned
<input type="checkbox"/>	Dividends received
<input type="checkbox"/>	Rental income (refer to separate checklist)
<input type="checkbox"/>	Annual distribution and tax statements for Managed Funds
<input type="checkbox"/>	Purchase & sale details for investments sold including shares. This should include the date of purchase & sale & the cost and sale amounts

Motor Vehicle Expenses

<input type="checkbox"/>	Do you use your car for work purposes other than travelling directly to and from work? This may include visiting suppliers/customers, picking up materials, attending external training. You can claim using one of 2 methods below.
<input type="checkbox"/>	If you have prepared a log book then provide a copy of the log book along with all running costs for the motor vehicle for the 2022/23 year, ie petrol, registration, insurance, servicing, RAA membership, car wash. Include cost and date the vehicle was purchased.
<input type="checkbox"/>	Alternatively advise the number of kilometres travelled for work for the 2022/23 year - up to a maximum of 5,000 km. Note this generally excludes travel directly from home to work and from work to home.

Other Work-related Expenses

<input type="checkbox"/>	Did you use your mobile phone for work purposes during the 2022/23 year? If yes advise your total phone cost for 2022/23 along with your business use percentage.
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<input type="checkbox"/>	Did you undertake any work from home during the 2022/23 year? If yes advise the average number of hours per month that you worked from home.
<input type="checkbox"/>	Did you use your home internet for work purposes? If yes, then advise your total home internet cost for the 2022/23 year along with work use percentage.
<input type="checkbox"/>	Do you wear a compulsory work uniform ? Typically, this would be embroidered with your work details. If yes advise amount spent on these items for 2022/23.
<input type="checkbox"/>	Do you wear protective clothing for work, ie steel capped boots, high vis clothing, safety glasses? If yes advise amount spent on these items for 2022/23.
<input type="checkbox"/>	Do you use any other electronic devices for work – ie computer, iPad. If yes then advise date you purchased the item, cost and work use percentage
<input type="checkbox"/>	Did you undertake any study during the 2022/23 year which has a connection to your work activities? If yes then advise all study expenses incurred during 2022/23 including course fees, books, stationery
<input type="checkbox"/>	Other work-related expenses include Union Fees, Professional Subscriptions, Professional Magazines, Tools

Other Information

<input type="checkbox"/>	Details of any gifts or donations
<input type="checkbox"/>	Details of income protection insurance paid.
<input type="checkbox"/>	Details of last year's tax return fee if not MCG Accountants.
<input type="checkbox"/>	Annual private health fund statement
<input type="checkbox"/>	If you have a partner or spouse – their name, dob and taxable income
<input type="checkbox"/>	Any other information you may think is relevant. Each person's circumstances are unique