# TAX RETURN checklist

Apt.
WEALTH PARTNERS

## Income

- [ ] Gross salary, wages, earnings, allowances, benefits, tips and directors' fees as shown on the pay as you go (PAYG) payment summary supplied by your employer.
- [ ] Lump sum and termination payments as per the PAYG payment summary supplied by your employer.
- [ ] Annuities or other pensions, such as account-based pensions, as per PAYG payment summary or statements provided by your financial institution or super fund.
- [ ] Taxable Government allowances or pensions, such as the Youth Allowance and Age Pension.
- [ ] Interest earned as shown on your bank, mutual bank or credit union statements.
- [ ] Dividends received or reinvested, including any franking credits attached as per the dividend statements provided by the company.
- [ ] Distributions from partnerships and trusts, including managed funds, as per the distribution statement provided by the partnership or trust.
- [ ] Details of any capital gains or losses incurred from the sale of (or other dealings involving) capital gains tax (CGT) assets, such as shares and property. This includes dates and values of acquisitions and disposals, as per purchase and sale documents.
- [ ] Rent received from investment properties as per real estate agent statements or personal records.
- [ ] Details of any foreign source income (including overseas pensions) earned or received, foreign assets held and any foreign taxes paid.

## Expenses

Work-related expenses that have not been reimbursed by your employer

- [ ] Deductible work from home (WFH) expenses not reimbursed by your employer.
- [ ] Motor vehicle expense details for work-related travel in a personal vehicle, including the work-related kilometres travelled. This excludes travel to and from work.
- [ ] Other work-related travel expenses, such as taxis, public transport and bridge tolls.
- [ ] Purchase of compulsory uniforms, protective clothing and laundry costs for work-related purposes.
- [ ] Self-education expenses, including fees, books, stationery, travel and parking.
- [ ] Union fees and memberships to industry and professional organisations.
- [ ] Purchase of sun protection, hats, sunglasses and sunscreen if you need sun protection at work.
- [ ] Purchase of tools of trade or equipment for work-related purposes.
- [ ] Telephone accounts for work-related calls.
- [ ] If you are paid an overtime meal allowance under an award, you can claim up to the reasonable allowance expense amount set out by the ATO.
- [ ] Attendance fees and travel for work-related seminars, conferences and conventions.
- [ ] Books, journals, subscriptions and your professional library expenses.
- [ ] Home office set-up expenses such as depreciation on purchase of equipment, including computers, telephones and furniture. Details of home office running expenses such as heating, cooling, lighting and cleaning.

## Investment-related expenses

- [ ] Telephone accounts for investment-related calls.
- [ ] Attendance fees and travel for investment seminars, conferences and conventions.
- [ ] Interest paid and fees charged on money borrowed for investments, such as shares.
- [ ] Bank fees incurred on investment-related activities and accounts.
- [ ] Property rental expenses, including advertising, council and water rates, insurance, interest on loans, real estate management fees, repairs and maintenance, lease preparation, depreciation and capital works (such as buildings and structural improvements) deductions. Please note, from 1 July 2017, travel expenses relating to inspecting, maintaining, or collecting rent for a residential rental property cannot be claimed as a deduction.

## General expenses

- [ ] Income Protection Insurance
- [ ] Donations of $2 or more to registered charities.
- [ ] Tax preparation fees, including travel to your tax agent.

The information provided in this document does not constitute financial product advice. The information is of a general nature only and does not take into account your individual objectives, financial situation or needs. It should not be used, relied upon, or treated as a substitute for specific professional advice. Apt Wealth Partners (AFSL and ACL 436121 ABN 49 159 583 847) and Apt Wealth Home Loans (powered by Smartline ACL 385325) recommends that you obtain professional advice before making any decision in relation to your particular requirements or circumstances.

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