2023 Individual Tax Return Checklist

Name of taxpayer: _____

Address: _____

_____

Preferred contact no.: _____

Information	Information provided	Not applicable
Income		
Income statement/PAYG payment summaries	☐	☐
Lump sum payments (eg employment termination payment)	☐	☐
Non-cash benefits	☐	☐
Partnership distribution statement, including copy of partnership tax return	☐	☐
Trust distribution statement, including copy of trust tax return	☐	☐
Documentation re foreign source income, foreign assets or property	☐	☐
Bank statements stating interest earned, including for term deposits	☐	☐
Dividend statements	☐	☐
Employee share scheme statements	☐	☐
Managed fund annual tax statement and capital gains tax statement	☐	☐
Buy/sell contract notes for any share transactions	☐	☐
Contracts to acquire/dispose of investments other than shares and rental properties	☐	☐
Records of cryptocurrency wallet transactions (eg Bitcoin)	☐	☐
Work-related deductions		
Details of depreciable assets bought or disposed of during the income year (eg laptops), noting the full expensing COVID-19 deduction concessions	☐	☐
Details and receipts for home office expenses, including a diary for COVID-19 set rate deduction for working at home expenses	☐	☐
Details of working from home running expenses and receipts or time sheets	☐	☐
Professional journals/trade magazines	☐	☐
Professional memberships/subscriptions	☐	☐
Receipts for continuing professional development courses and seminars	☐	☐
Receipts for self-education expenses	☐	☐
Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel	☐	☐
Vehicle logbook for motor vehicle expenses (if using the logbook method)	☐	☐

Information	Information provided	Not applicable
Other deductions		
Receipts for donations of $2 and over to deductible gift recipients	☐	☐
Expenditure incurred in managing tax affairs (eg tax agent fees)	☐	☐
Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)	☐	☐
Income protection insurance premiums	☐	☐
Rental properties		
Date when property was purchased, including details of co-ownership if applicable	☐	☐
Period property was rented out during the income year	☐	☐
Records detailing rental income (annual statement from property agent, if engaging services of an agent)	☐	☐
Loan statements for property showing interest paid for the income year	☐	☐
Expenses incurred such as water charges, land tax and insurance premiums	☐	☐
Details of depreciable assets bought or disposed of during the income year	☐	☐
Details of any capital works on the property	☐	☐
If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property	☐	☐
Offsets/rebates		
Details of any superannuation contributions for spouse	☐	☐
Details of dependants, including their age, occupation and income	☐	☐
Private health insurance statement (and details of prepaid premiums)	☐	☐
If operating as a sole trader		
Cashbook, which includes records of drawings taken before the business takings were banked	☐	☐
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of income statements/PAYG summaries for employees	☐	☐
Details of any government grants, subsidies, payments or rebates received	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Payments of salaries and superannuation to associates	☐	☐
Records from accounting software (eg trial balance, profit and loss, and balance sheet)	☐	☐
Statements of all liabilities of the business	☐	☐

Information	Information provided	Not applicable
Other information – all individuals		
Details of residency status	☐	☐
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible	☐	☐
Notice of superannuation contributions	☐	☐
Individual's total superannuation balance	☐	☐

2023 Superannuation Fund Tax Return Checklist

Name of taxpayer: _____

Address: _____

_____

Preferred contact no.: _____

Information	Information provided	Not applicable
Bank statements		
Bank statements for the period 1 July 2023 to 30 June 2023	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐
Investments		
Details of rent, leasing or hiring income	☐	☐
Maturity notices for term deposits	☐	☐
Distribution statements from trusts	☐	☐
Dividend statements	☐	☐
Statements of returns of capital (from shares)	☐	☐
Contract notes and settlement statements for any shares purchased	☐	☐
Sell notes and settlement statements for shares sold (and original contract notes if possible)	☐	☐
Confirmation for units purchased in managed funds	☐	☐
Sell notes for units in managed funds sold (and original purchase notes if possible)	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Income received through trusts other than managed investment funds	☐	☐
Off-market transfer forms for any in-specie contributions	☐	☐
Details of any investments acquired from members or their associates during the income year	☐	☐
Details of any investments in related parties, including any outstanding distributions to be received	☐	☐
Details of artwork, collectables and personal use assets (storage, insurance, valuations)	☐	☐
Details of any other investment assets purchased and sold	☐	☐
Records of cryptocurrency wallet transactions (eg Bitcoin)	☐	☐

Information	Information provided	Not applicable
Contributions received		
Records of all employer contributions (including salary-sacrifice contributions)	☐	☐
Records of any after-tax contributions (eg personal contributions)	☐	☐
Records of any contributions where no TFN was quoted	☐	☐
Records of any contributions on behalf of spouse	☐	☐
Records of any spouse contributions splits	☐	☐
Details of any unused cap amounts for concessional contribution available to carry forward (total superannuation balance must be less than $500,000 on 30 June)	☐	☐
Records of any downsizer contributions (up to $300,000 per person aged 55 or over)	☐	☐
Records of any withdrawal of first home super saver (FHSS) scheme contributions (and associated earnings)	☐	☐
Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption	☐	☐
Details of deductions for personal contributions	☐	☐
Written notices from members stating intention to claim deductions for their personal contributions	☐	☐
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	☐	☐
Rollovers		
Details of inward rollovers	☐	☐
Details of outward rollovers	☐	☐
Details of family law superannuation splitting payments and court orders	☐	☐
Insurance policies		
Copies of annual life insurance policy provided for members	☐	☐
Copies of death or disability policy provided for members	☐	☐
Benefits paid		
Details of any lump sum benefits paid to members	☐	☐
Details of any pensions paid to members, including copies of income statements/PAYG summaries if applicable	☐	☐
Details of any early release of benefits	☐	☐
Common deductions		
Death or disability premiums	☐	☐
Actuarial costs, accountancy fees and audit fees	☐	☐
Investment expenses, including nature of the expenses	☐	☐
Management and administrative expenses, including nature of the expenses	☐	☐

Information	Information provided	Not applicable
Other information		
Details of any derivatives and instalment warrants entered into	☐	☐
Details of limited resource borrowing arrangements (LRBAs)	☐	☐
Auditor's report for the previous financial year	☐	☐
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of meetings	☐	☐
Copies of trustee declarations for any new trustees, or directors of corporate trustees	☐	☐
Copy of investment strategy	☐	☐
Record of all members as at 30 June 2023	☐	☐
Has trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct?	☐	☐
Details of any schemes involving non-arm's length income (NALI)	☐	☐
Details of any schemes involving non-arm's length expenditure (NALE)	☐	☐
Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible	☐	☐

2023 Company, Trust or Partnership Tax Return Checklist

Name of taxpayer: _____

Address: _____

_____

Preferred contact no.: _____

Information	Information provided	Not applicable
Income		
Accounting information, including trial balance, profit and loss, and balance sheet	☐	☐
Asset register detailing depreciable assets bought and sold or scrapped during the income year	☐	☐
Cashbook (if maintained)	☐	☐
Copies of sell notes and settlement statements for shares sold (and original contract notes and settlement statements if possible)	☐	☐
Copies of sell notes for units in managed funds sold (and original purchase notes if possible)	☐	☐
Details of any other income such as rental income	☐	☐
Details of any other investment income	☐	☐
Details of any grants, subsidies, payments and rebates received	☐	☐
Details of interest and repayments received from shareholders	☐	☐
Details of proceeds from disposal of capital assets	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐
Deductions		
Details of advertising and marketing expenses	☐	☐
Details of bad debts actually written off during the income year	☐	☐
Details of bonuses and commissions paid to employees	☐	☐
Details of bonuses and commissions paid to external parties	☐	☐
Details of bonuses paid to directors	☐	☐
Details of borrowing costs for new loans entered into during the income year	☐	☐
Details of director fees	☐	☐
Details of donations of $2 and over to deductible gift recipients	☐	☐
Details of entertainment expenses	☐	☐
Details of expenses incurred during the income year that were associated with establishing, expanding, merging or liquidating the entity	☐	☐
Details of fringe benefits tax paid (and a copy of the FBT return lodged)	☐	☐

Information	Information provided	Not applicable
Details of interest on loans	☐	☐
Details of lease expenses for motor vehicles, premises and equipment	☐	☐
Details of legal expenses	☐	☐
Details of lump sum payments (including for retirement and redundancy)	☐	☐
Details of motor vehicle expenses	☐	☐
Details of prepayments	☐	☐
Details of professional subscriptions and journals	☐	☐
Details of rates, land taxes and insurance premiums	☐	☐
Details of repairs and maintenance	☐	☐
Details of research and development activities and expenses	☐	☐
Details of royalties paid	☐	☐
Details of salaries paid, including fringe benefits	☐	☐
Details of superannuation contributions for directors	☐	☐
Details of superannuation contributions for employees	☐	☐
Details of tax, and accounting and audit fees paid	☐	☐
Details of any assets purchased, including date of purchase and amount	☐	☐
Details of travel expenses (provide travel diaries)	☐	☐
Balance sheet – assets		
Asset register detailing depreciable assets bought and sold or scrapped during the income year	☐	☐
Bank statements	☐	☐
Cheque book butts and deposit books	☐	☐
Copies of confirmation for any units in managed funds purchased	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Details of any other investments purchased	☐	☐
Details of capital assets purchased during the income year	☐	☐
Details of leases entered into and terminated during the income year	☐	☐
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	☐	☐
Details of work-in-progress	☐	☐
Listing of trade debtors with amounts outstanding	☐	☐
Value of stock as at 30 June 2023 (and basis of valuation)	☐	☐
Balance sheet – liabilities		
Accrued expenses (eg audit fees and bonuses) and unearned revenue	☐	☐
Details of all loans	☐	☐
Listing of trade creditors with amounts owing	☐	☐

Information	Information provided	Not applicable
Provisions for long service leave and annual leave	☐	☐
Statements from lending authorities detailing the opening and closing balances of existing loans during the financial year	☐	☐
Balance sheet – equity		
Details of any changes to shareholding	☐	☐
Details of loans from shareholders or partners	☐	☐
Details of any increase or decrease to reserves	☐	☐
Additional information – company		
Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company	☐	☐
Auditor's report (if applicable)	☐	☐
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of company meetings	☐	☐
Details of any share buy-backs or share cancellations	☐	☐
Any of the following schedules (as applicable):		
• losses (carry-forward tax losses and net capital losses exceed $100,000);	☐	☐
• capital gains tax;	☐	☐
• dividend and interest;	☐	☐
• international dealings;	☐	☐
• non-individual PAYG payment summary;	☐	☐
• research and development (R&D) tax incentive	☐	☐
Additional information – trust		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of trustee meetings, in particular distribution resolutions	☐	☐
Copy of trust deed or any amendments during the income year, if not already supplied	☐	☐
Details of any units redeemed or issued during the income year (for a unit trust)	☐	☐
Details of any unpaid present entitlements to beneficiaries or associate private companies	☐	☐
Details of any elections eg family trust election, interposed entity election	☐	☐
If closely held trust (including family trust), any relevant notices eg tax file number (TFN) report, trustee beneficiary (TB) statement	☐	☐

Information	Information provided	Not applicable
Additional information – partnership		
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	☐	☐
Copies of minutes of partnership meetings	☐	☐
Copy of partnership agreement	☐	☐
If the partnership was restructured during the income year, all relevant details	☐	☐
If a right to partnership income or capital was transferred, created, varied or terminated during the income year, all relevant details	☐	☐
Additional information – all entities		
Other receipts or outgoings received or incurred, where uncertain if assessable/deductible	☐	☐
Copies of any employer shortfall exemption certificates	☐	☐