

Your 2018 Tax Checklist Individual Returns

To assist us in completing your Income Tax Return please bring the following information (if applicable);

Income

- PAYG Payment Summaries
- Pensions & Government payments
- Government allowances inc newstart, youth allowance, Austudy
- Superannuation lump sum payments & pensions

- Interest earned on bank accounts

- Dividend & Managed Fund statements
- Capital gains/losses – have you sold any assets?
- Foreign income (inc foreign pensions)
- Details of any other income earned

Offsets

- Dependents
 - name, DOB, legal responsibilities, Taxable Income
- Super contributions on behalf of spouse

Work Related Expenses

- Motor vehicle expenses;
 - logbook or
 - estimate of business kms
- Work related expenses inc;
 - Travel (nights away & meal expenditure)*
 - Clothing (uniform, protective, laundry)
 - Self-education
 - Other
 - Union fees
 - Registrations & subscriptions
 - Tools & Equipment
 - Home Office & Conferences
 - Telephone & Internet*
- Interest & dividend deductions;
 - Interest or fees on borrowing for investments

- Gifts or donations
- Tax agent fees
- Income Protection Insurance

General

- Private health insurance statement
- Spouse details
- HELP Liability or Student Supplement Loan

Note:

If you have a rental property, please download our "Rental Property Checklist" in addition to the above
If you have a small business, please download our "Small Business Checklist" in addition to the above

*Please refer to following page for ATO Target Audit areas and substantiation requirements

2018 ATO Target Audit Areas & Substantiation Requirements

Zone Tax Offset

Access to the Zone Tax offset has been limited from 30 June 2016 to Tax Payers whose usual place of residence is within a specified zone, so that the offset is targeted to people who are genuinely living in the designed geographical/remote areas. Thus tax offset is not available to Fly in-Fly out or Drive in-Drive Out workers who work within a particular zone during a particular year, but who otherwise have their usual place of residence located outside a zone.

Work-Related Expenses

Please ensure you are able to prove the expenditure for claims such as Laundry and motor vehicle cents per kilometre as we have received information that these items may be audit target areas for the 2018 year.

If laundry is claimed and the ATO requests substantiation, you need to be able to prove these expenses with a diary entry outlining the number of washes done during the year and the types of clothes included in each wash (work-related, private clothing, or both). You can claim the cost of laundry for a work uniform that identifies you as an employee of an organisation such as a logo, or protective clothing.

If you use your car for work purposes, **except for travel to and from work**, you may be able to claim up to 5000kms as a deduction without keeping receipts. If the ATO requests, you must have sufficient evidence to make a reasonable estimate of the business kilometres, usually with a diary record of regular and irregular trips during the year.

Work-Related Travel Expenses

We have received information from the Australian Taxation Office with regards to Taxation Ruling TR 2004/6 (www.ato.gov.au) and the key points within the ruling that they are focusing on. TR 2004/6 outlines the substantiation for reasonable travel and overtime meal allowance and the tax return treatment of this.

Evidence will now have to be shown to be able to claim work-related travel deductions. Having a letter from your employer stating the number of days away and the allowance received will no longer be enough to calculate a deduction. This letter will still be required, but you will also need to **show evidence such as receipts or bank statements**. If you are unable to keep all receipts, then a **spending pattern of 3 months** could be used to work out the claim and show that the expense has been incurred.

The amounts deemed reasonable by the Australian Taxation Office are \$24.25 for breakfast, \$27.65 for lunch and \$47.70 for dinner. The amount for each meal is separate and cannot be combined into a single daily amount or moved from one meal to another. If your average spend over a period of 3 months is **under** these amounts, you will generally only need substantiation for the **3 month period**. If you spend **over** this amount, you will need to **keep all receipts**.

Written evidence can be invoices, receipts or other documents showing your travel expense and travel allowance details. If it is too difficult to get a receipt for a meal you purchased – for example, if you purchase a meal from a vending machine – you can keep diary entries as your proof of purchase (for small amounts). We have seen that a bank statement was not good enough to prove written evidence as it was in joint names. Keeping the receipts will always be the best option and as they may fade, it is recommended to scan or take a photo of the receipt for your records. There are phone apps that can be used to store receipts, such as Receipt Bank, Receipt Keeper, and Receipt Scanner. Searching the App Store (Apple) or Play Store (Android) will bring up a number of apps such as the ATO app that could be used not only for your meal receipts but for other work related deductions too.

Work-Related Travel Expenses are looking to be audit targets this year. As the ATO could be focusing heavy on this section of the tax return, we will require more information and records to be able to claim a deduction for work related travel in your Tax return.