



2024 Tax Return Preparation Checklist/Questionnaire

Name _____

Thank you for using **Running the Numbers** as your trusted tax advisor.

The Government bank account has taken quite a hit over the past 15 months and they are looking at ways to save as much money as they can this tax time. They are cracking down and have promised increased audit activity but we have you covered!

By taking the time to gather all your receipts and complete our checklist/questionnaire with care, it will enable us to maximise your claims and complete your tax return efficiently all while ensuring you are well and truly covered should your return be subjected to an ATO review. Remember it's only once a year!

As a heads up, the ATO have their sights set on work related expenses including motor vehicle and working from home claims, rental properties and capital gains from cryptocurrency, property and share sales. They have also have technology to detect instances where claims from last year are simply "copy and pasted" which is why completing this year's checklist/questionnaire is super important.

The main things to keep in mind as you complete the checklist/questionnaire are:

- You must have spent the money, and not have been reimbursed for the expense
- The expense must be directly related to you earning your income (i.e. it cannot be a private expense)
- You must have a record of purchase (i.e. a receipt)

In relation to substantiation, you are required to retain records for either 2 or 4 years from the date you lodge your return depending on the complexity of your return. **We often get asked if there is a minimum you can claim without receipts. Unfortunately, there are no automatic deductions, and a receipt or written evidence is required for all claims made.**

So, grab a cuppa and gather all of your tax paperwork. Write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don't have enough room, feel free to make some extra notes on a separate piece of paper. Have fun and we look forward to receiving your completed checklist/questionnaire.

Client Details		
Full Name		
Main Occupation for the year		
Home Address		
Postal Address (if different to home address)		
Email Address		
Mobile Phone Number		
Preferred Contact Method (please circle)	email / SMS / phone / other DURING business hours / after hours / anytime	
Partner's Details (complete if we are not preparing their return)	Name	
	DOB	
	2024 Taxable Income	
Dependant children's names & DOB's		
If a refund is due, the ATO will deposit directly this into your nominated bank account. As banking details can change from year to year, we request that you provide us with your bank details each year.	BSB	
	Account Number	
	Bank Name	
	Account Name	

		Please circle Yes/ No / na
		Enter expense amount and provide receipts for our review, verification and scanning
Salary & Wages Newstart/Austudy Age Pension/Other Pension Superannuation Pension Eligible Termination Payment	Provide income statement/s We can access these from the ATO. These should be showing as finalised in your mygov account prior to finalising your return.	Yes/ No / na
Interest	Provide summary from each account or annual interest statement	Yes/ No / na
Dividends	Provide summary from each share or dividend statements	Yes/ No / na
Trust Distribution from Managed Fund/Private Trust	Provide annual taxation statement	Yes/ No / na
Cryptocurrency	Provide details of all transactions for the year – trades, sales, exchanges, conversions, gifts, usage	Yes/ No / na
Sale of Shares or Property	Provide purchase, sale & DRP documents for shares Provide purchase & sale settlement statements & any other purchase & sale costs for property	Yes/ No / na
Employee Share Shares	Provide copies of statement showing discount	Yes/ No / na
Foreign Income	Provide details	Yes/ No / na
Work Related Car Expenses (up to 5,000kms)	Number of kms travelled	kms
	Do you have a logbook or diary to substantiate?	Yes/ No
Work Related Car Expenses (over 5,000kms)	Work use %	%
	Do you have a logbook or diary to substantiate?	Yes/ No
	Is your logbook less than 5 years old and the % is still relevant? A new logbook is required every 5 years or if the work use % changes significantly.	Yes/ No
	Did you purchase a new car this year? If so, provide invoice for new car, sale details of old car and new finance documents	Yes/ No
	Fuel	\$
	Registration (RTA & Greenslip)	\$
	Insurance	\$
	Repairs (services, tyres, batteries)	\$
	Lease expenses	\$
	Interest (provide loan statements)	\$
Car washing	\$	
Work Related Travel Expenses	Flights	\$

	Taxi fees / Uber fees	\$	
	Tolls	\$	
	Parking fees	\$	
	Car hire	\$	
	Meals - overnight	\$	
	Accommodation - overnight	\$	
Work Related Uniforms	Non-compulsory uniforms that your employer has registered with AusIndustry	\$	
	Compulsory uniform strictly enforced by your employer	\$	
	Occupation specific clothing (eg. Chef pants not used for everyday use)	\$	
	Protective clothing & footwear (eg fire resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons)	\$	
	Laundromat fees	\$	
	Dry cleaning fees	\$	
	Laundering at home?	Yes /No	
<p>Self-Education Expenses</p> <p>For courses that will provide you with a formal qualification from a school, college, university or other place of education.</p> <p>You must have met one of the 3 conditions to the right.</p> <p>You cannot claim a deduction for self-education for a course that relate only in a general way to your current employment or will enable you to get new employment.</p>	Name of course		
	K	the study maintained or improved your skill or specific knowledge required for your work activities	Select the letter that best describes your self-education at the time you incurred the expense K / I / O
	I	You could show that the study was leading to, or was likely to lead to, increased income from your work activities	
	O	You could show that other circumstances existed which established a direct connection between your self-education and your work activities	
	Tuition/course fees		\$
	How many weeks of the year did you do the course?		weeks
	Textbooks		\$
	Stationery		\$
	Computer / printer etc. (provide receipts)		\$
	Office equipment (provide receipts) eg, desks, filing cabinets		\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for study)		\$ per month \$ per year %
	Home office expenses (provide number of hours per week that you studied at home)		hours
	If you used your car to go to your place of education, provide number of kms		kms
Other Work Related Expenses	Union fees	\$	
	Tools (provide receipts)	\$	

	Overtime meals	\$	
	Protective equipment (eg safety glasses, safety vests, hard hats, sunhats, sunscreen)	\$	
	Professional courses, conferences, seminars & workshops	\$	
	Office equipment eg. desk, chair, printer, phones (provide receipts)	\$	
	Professional seminars, courses, conferences & workshops	\$	
	Reference books, technical journals, trade magazines, newspapers	\$	
	Reference resources eg apps,	\$	
	Stationery eg printing, postage, diary, paper, pens, calculators, batteries for calculators	\$	
	Briefcases, luggage, suitcases	\$	
	Computer expenses eg. printer cartridges, USB's, anti-virus software, other software, computer repairs	\$	
	Internet (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Mobile phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Home phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
Fixed rate of method for home running expenses from 1 July 2022 You can claim 67 c for each hour you work from home during the income year.	Please provide the total number of hours worked from home during the year. The ATO now require diary substantiation from 1 March 2024. Please note that this rate includes phone, internet, computer consumables and stationery.		Hours
	Office equipment eg. desk, chair, computer, laptop, printer, phones (if over \$300 provide receipt).	\$	
Alternatively, you can provide us with a list of actual additional expenses you incur when working from home.	Optional to complete below if not wanting to claim the "fixed rate method"		
	Electricity for lighting, cooling or heating and running electronic items used for work eg your computer (provide monthly fee and the approximate % used for work)	\$	per month %
	Gas heating expenses used for work (provide monthly fee and the approximate % used for work)	\$	per month %
	Cleaning costs if you had a dedicated work area	\$	per month % of home area
	Mobile phone (provide monthly fee and the approximate % used for work)/	\$	per month %
	Home phone (provide monthly fee and the approximate % used for work)	\$	per month %
	Internet (provide monthly fee and the approximate % used for work)	\$	per month %
	Stationery and computer consumables eg paper, pens, ink cartridges	\$	
	Office equipment eg. desk, chair, computer, laptop, printer, phones (if over \$300 provide receipt)	\$	
	Interest & Dividend Deductions	Bank charges	\$
Management fees & fees for investment advice		\$	

	Interest charged on money borrowed to purchase investments	\$
	Investment magazines subscriptions/journals/newspapers	\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for investment purposes)	\$ per month \$ per year %
	Computer / printer etc. (provide receipts)	\$
	If you used your car to go to your financial advisor, attend AGM's or attend seminars, provide number of kms	kms
Donations	Provide list of donations (you cannot claim a donation if you received something in return eg. raffle ticket)	\$
Income Protection	Provide annual taxation statement from insurer (if you don't have request from your advisor)	\$
Tax Agent Fees	Provide details only of fees paid to a tax agent other than us	\$
Superannuation Contribution on Behalf of Spouse	Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$40,000?	Yes/ No / na
	Provide details of contribution paid	\$
Superannuation Contribution	You must lodge of Notice of Intent to Claim a Tax Deduction with your Superannuation Fund. Please provide us with the Confirmation received from your superannuation fund.	\$
Private Health Insurance (Your Health Fund should provide this information directly to the ATO.)	Fund Name	
	Membership No	
	Type (circle your cover)	Ancillary/ Hospital /Combined
	No Dependants	
	Days Covered	

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information you have supplied to us and by signing the ATO electronic lodgement declaration that we will send you with your completed tax return, you are agreeing that the information is complete, accurate and free from any omissions.

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