



### TAX CHECKLIST - INDIVIDUAL

Client Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**This is a checklist of records required for your personal tax returns for the year ended 30 June 2023.**

**Please indicate yes/no where items are relevant to you and also if you have provided relevant information to us to prepare your tax return. Note that where you have provided your tax file number to relevant authorities and institutions, we may already have access to this information via the ATO portal.**

**Please upload your completed checklist and attachments to our client portal or via email, where possible.**

*Please confirm your Bank account by providing your last 4 digits of your bank account \_\_\_\_\_.  
If your bank account details have changed, please contact us direct on 1300 908 558.*

*Note for new clients, we may request ID verification under the regulations.*

<u>YES</u>	<u>NO</u>	<u>Documents provided</u>	<u>Income Records</u>
			<ul style="list-style-type: none"> <li>Were you employed during the year? If yes, then please note, we should be able to access the Income Statement (earlier called PAYG Summary) from the tax office when available or alternatively, you should be able to access it from your myGov account.</li> </ul>
			<ul style="list-style-type: none"> <li>Have your employment circumstances changed?</li> </ul>
			<ul style="list-style-type: none"> <li>Have you received any termination payments during the year? (Attach ETP form)</li> </ul>
			<ul style="list-style-type: none"> <li>Have you received any superannuation payouts during the year?</li> </ul>
			<ul style="list-style-type: none"> <li>Are you registered with Centrelink for Family Tax Benefit?</li> </ul>
			<ul style="list-style-type: none"> <li>Have you received any benefits from the Government? (Age Pension, Youth Allowance, Austudy, Parenting Payment).</li> </ul>
			<ul style="list-style-type: none"> <li>Have you earned any interest from bank accounts or investments?</li> </ul>

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<u>YES</u>	<u>NO</u>	<u>Documents provided</u>	<b>Income Records</b>
			<ul style="list-style-type: none"> <li>Did you request release of an amount under First home super saver (FHSS)? If yes, please attach copy of a payment summary</li> </ul>
			<ul style="list-style-type: none"> <li>Have you bought or sold any shares during the financial year? If yes, please attach purchase and sale documents.</li> </ul>
			<ul style="list-style-type: none"> <li>Did you receive any dividends during the year? (Attach Dividend Slips)</li> </ul>
			<ul style="list-style-type: none"> <li>Did you receive any shares from Employee share schemes? If yes, please provide an annual ESS summary and a detailed statement.</li> </ul>
			<ul style="list-style-type: none"> <li>Did you earn any income from any other business or investments?</li> </ul>
			<ul style="list-style-type: none"> <li>Did you receive distributions from a managed fund or trust? If yes, please provide an annual taxation statement.</li> </ul>
			<ul style="list-style-type: none"> <li>Did you receive any rent from investment properties? Please provide agent annual summary and details of any other expenses paid e.g. interest, rates etc.</li> </ul>
			<ul style="list-style-type: none"> <li>Other Income matters to consider</li> </ul>
			<ul style="list-style-type: none"> <li>Did you earn any foreign source income? If yes, do you own assets outside Australia to the value of \$50,000?</li> </ul>
			<ul style="list-style-type: none"> <li>Do you have an interest in any property? (Attach cost details)</li> </ul>
			<ul style="list-style-type: none"> <li>Did you buy or sell a property during the year? (Please provide a copy of settlement adjustment statement (both purchase and sale), if the property was not your principal place of residence.</li> </ul>
			<ul style="list-style-type: none"> <li>Did you buy or sell any Crypto Currency or NFTs during the year? If so, please provide your transactions during the year in a csv format.</li> </ul>

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Enspira Financial Pty Ltd | ABN 29 611 163 083 | [www.enspira.com.au](http://www.enspira.com.au) | P: 1300 908 558 | E: [info@enspira.com.au](mailto:info@enspira.com.au) |

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<u>YES</u>	<u>NO</u>	<u>Documents provided</u>	<b>Deduction Records</b>
			<ul style="list-style-type: none"> <li>• Did you travel for work in your car apart from home to work? If Yes - Please give details of total business km's travelled or actual expenses based on your logbook. If you charge your Electric vehicle at home (not Hybrid Plug-In vehicles), please provide total kms travelled during the period. You are required to keep odometer readings at the start and at the end of the period.</li> <li>• Alternatively, if a logbook was maintained, please provide a summary of all running costs for your car during the year including:                             <ul style="list-style-type: none"> <li>○ Registration</li> <li>○ Insurance</li> <li>○ Repairs &amp; Maintenance</li> <li>○ Fuel</li> <li>○ E-tolls</li> <li>○ Parking and</li> <li>○ Carwash</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>• Did you have other travel costs for work trips not reimbursed by your employer? (eg. Bus/Taxi fares, parking, tolls)</li> </ul>
			<ul style="list-style-type: none"> <li>• Did you have to wear a uniform with your work logo or protective clothing? If Yes - (Circle the type of clothing 'UNIFORM' or 'PROTECTIVE')</li> </ul>
			<ul style="list-style-type: none"> <li>• Did you have any work-related self-education expenses such as: Course fees &amp; materials, travel to attend the course, stationery &amp; books. If yes, please provide details.</li> </ul>
			<ul style="list-style-type: none"> <li>• Did you have any other work-related expenses? (Attach relevant details):                             <ul style="list-style-type: none"> <li>Tools</li> <li>Union Fees</li> <li>Reference Materials</li> </ul> </li> </ul>

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<u>YES</u>	<u>NO</u>	<u>Documents provided</u>	<b>Deduction Records</b>
			<ul style="list-style-type: none"> <li>Did you work from home during the financial year?</li> </ul> <p>If yes, then for the period 1 July 2022 – 30 June 2023, you can either:</p> <ul style="list-style-type: none"> <li>use ATO revised rate method of 67c/hr you work from home and a separate deduction for decline in value of assets OR</li> <li>use the actual cost method for actual expenses incurred such as for internet, mobile, stationery and decline in the value of assets etc. This method requires calculations and records to ascertain work usage.</li> </ul> <p>For ATO revised method: Between 1 July 2022 to 28 February 2023, the ATO will accept a record which represents the total number of hours worked from home (for example a 4 week diary). From 1 March 2023, a record of all the hours you worked from home is required.</p>
			<ul style="list-style-type: none"> <li>Did you have expenses related to investment income? (Attach relevant details): Bank charges Interest expense</li> </ul>
			<ul style="list-style-type: none"> <li>Did you make any donations to any charities during the year?</li> </ul>
			<ul style="list-style-type: none"> <li>Did you make any personal superannuation contributions? Please provide a copy of acknowledgement of Notice of Intention to Claim form.</li> </ul>
			<ul style="list-style-type: none"> <li>Did you have income protection insurance, paid from your own pocket and the policy is in your personal name. If yes, please provide details of the premium paid.</li> </ul>

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<u>YES</u>	<u>NO</u>	<u>Documents provided</u>	<b>Other Additional Records</b>
			<ul style="list-style-type: none"> <li>Did you have a spouse during the year? (Advise their name, date of birth and taxable income).</li> </ul>
			<ul style="list-style-type: none"> <li>If yes, did you contribute super on behalf of your spouse?</li> </ul>
			<ul style="list-style-type: none"> <li>Did you have Private health insurance? If yes, was hospital cover included? (Please send a copy of annual statement by requesting it from your health insurer. From 1 July 2019, the insurer will no longer be required to send statements automatically.)</li> </ul>
			<ul style="list-style-type: none"> <li>Please advise the number of dependents including the age at the end of the financial year.</li> </ul>
			<ul style="list-style-type: none"> <li>Higher Education Loan Programme (HELP) or Student Financial Supplement Scheme (SFSS) accumulated debt.</li> </ul>
			<ul style="list-style-type: none"> <li>Copy of Prior year tax return (if 1st year with Enspira Financial or associated business in the group and not already provided)</li> </ul>
			<ul style="list-style-type: none"> <li>Prior year tax agent fee (if 1st year with Enspira Financial or associated business in the group).</li> </ul>

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