Individual Income Tax Return Checklist

NAME		
HOME ADDRESS		
POSTAL ADDRESS		
EMAIL		
YOUR TFN	DATE OF BIRTH	MOBILE

Bank Details For Tax Refund		
BSB	A/c No.	A/c Name

Employment Income – Your Income Summaries from employers will be available via the ATO portal. Please provide evidence of any other income received through the year.

Work-related travel expenses			
Domestic/International travel	$	Conference/Seminars	$
Train/Bus/Ferry Fares	$	Taxi/Uber Fares	$
Work-related clothing, laundry and dry-cleaning expenses			
Protective clothing	$	Occupation specific clothing	$
Non-compulsory uniform	$	Compulsory uniform	$
Conventional clothing	$	Laundry expenses	$
Dry cleaning expenses	$	Mending/repairs	$

Work-related self-education expenses							
Course Fees	$	Stationery	$	Travel	$	Books	$

Other work-related expenses			
Home office expenses	$	Computer & Software	$
Telephone/Mobile Phone	$	Tools & Equipment	$
Journals & Periodicals & Subscriptions	$	Union Fees	$

Other types of deductions					
Tax Agent Fee	$	**No need to complete if you used us last year**			
Donations	$	**Do not include Home Lottery Tickets**			
Superannuation	$	Litigation costs	$	Income Protection Insurance	$

Spouse details - (name, income, DOB) **Only provide these details if we do not prepare your spouse tax return**	

Signed:	Print Name:	Date:

Accounting Ninjas
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