



WHITINGS

CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR INDIVIDUALS

INCOME

- All original and duplicate Payment Summary certificates (previously known as Group Certificates) including Eligible Termination Payments (ETP's). Please ensure the Payment Summary has the payers' ABN.
- All original and duplicate Australian Government Payment Summaries eg: Newstart, Pensions.
- Summary of interest earnings (detailing bank name, A/C Number, account owners, amount earned).
- Summary of Dividend earnings (name of all Shareholders, company, date paid, No. of shares, unfranked amount, franked amount and imputation credit).
- Copies of the Tax Reports relating to any managed fund investments.
- Details of foreign income.
- Details of any other income (whether exempt or otherwise).

DEDUCTIONS

- Details of any work related travel expenses (type of vehicle, engine size) Where travel is:
 - a) <5,000 km
 - The claim must be able to be substantiated. Please advise the purpose of the trip, (i.e. work – clients name, suburb – work) and distance travelled.
 - b) >5,000km
 - Please advise insurance, registration, repairs (you must be able to support your claim with a receipt if required) and if available, petrol expenses.
 - If you sold / purchased or changed vehicles in the period, please advise us all details concerning the trade in, acquisition price, expenses and finance (copies of all contracts).
 - Please advise your vehicles' odometer reading as at 1 July 2002 and 30 June 2003.
 - Please advise if you have completed a logbook within the previous 5 years.
- Details of self-education expenses (date of invoice, supplier, amount, purpose and relevance to current income producing activities).

- Details of clothing expenses (occupational specific, uniform or protective clothing) i.e. nurses, policeman or tradesman. Everyday and heavy-duty drill clothing is not deductible generally.
- Details of work related deductions i.e.
 - Home Office – details of work time undertaken at home
 - Computer expenses (where home computer is used for work)
Please note that the Tax Office requires a logbook to support the apportionment of expenses
 - Telephone – home/mobile. The Tax Office requires claims to be specially identified from the actual phone call records or a logbook kept for one month.
 - Internet – As per telephone expenses
 - Stationary (work related)
 - Student incentives (Teachers)
 - Payments to informants (Police)
 - Sickness / Accident premiums (please advise if the policy includes any portion relating to life insurance or lump sum payments for disabilities).
 - Professional Associations (where relevant to income)
 - Technical trade books, journals and subscriptions (where relevant to income)
 - Brief cases, Tools of trade
 - Computers, calculators, electronic organisers
 - Union fees
- Investment Expenses
 - Copies of loan statements, Subscriptions
- Donations (date, beneficiary, beneficiaries ABN, amount)

OTHER

- Original annual statement from your private health insurance provider
- Please advise details of your medical expenses and Medicare / insurance rebates for the year if the net amount of these exceeds \$1,250. The service needs to be provided by a legally qualified medical practitioner, nurse or chemist in respect of an illness or operation qualifying as rebatable medical expenses with the limit net of any Medicare or insurance rebates.
- Family Tax Benefit (FTB)
If you have not already obtained the FTB through the Family Assistance Office, please advise each child's name, date of birth, number of nights the child was in your care, child's income (details of income support payments received by your child), and the date each child started or ceased full-time study if between the ages of 16 – 24yrs).
- Evidence of all PAYG instalment payments.
- Any other information that may be relevant to the preparation of the Taxation Return.

TAX OFFICE ANNOUNCEMENTS

The ATO announced it will target the following in 2003:

- Work related deductions by individual tax payers
- Rental property deductions
- Over claiming interest and dividend deductions
- Not reporting interest and dividend income
- Not reporting capital gains on shares and properties.

DEDUCTIONS FOR SUNSCREEN

The Tax Office now permits a deduction for sunscreen, sunglasses and sunhats where the taxpayer is required to work outdoors and be exposed to the sunlight for extended periods. Occupations may include builders, carpenters, construction workers, surveyors, farmers, certain teachers, bus drivers, and sales peoples etc

BABY BONUS

Taxpayers maybe eligible for a refundable tax offset, known as the baby bonus, for a child born after 01/07/2001. The offset is only paid for one child and you are not eligible if you had children before 01/07/2001.