2022 INDIVIDUAL TAX RETURN CHECK LIST

We have prepared a checklist to assist you with the completion of your 2022 tax return. Please decide which of the following options is most suitable for you.

OPTION 1 - COMPLETION OF RETURN BY POST/EMAIL

❑ Print the following list, tick the box for any item that applies to you and include supporting documentation. We also recommend that you check last year's return for any recurring items. If you are unsure about the tax treatment of any other items simply include the necessary information and our tax specialist will call you to discuss them. We recommend that clients who were not on our tax program in 2021 include their 2021 tax returns to enable us to understand your previous tax situation. We also request that new clients sign and complete a tax agent appointment form which is used to inform the ATO when taxpayers are added to our lodgement program.

❑ Post all information, including signed checklists, to:

INTEGRA PARTNERS, P O Box 2621, Bondi Junction, 1355, NSW

❑ Email information and signed checklists to: sheri@integrapartners.com.au

OPTION 2 - SCHEDULE A MEETING

Should you prefer to arrange a meeting to discuss your tax or any other financial affairs, please contact Sheri Borman at sheri@integrapartners.com.au, or call 02 9386 1114 or 0410 884 300

PERSONAL DETAILS

Title		**Surname**		**First Name**	

Date of Birth		**Occupation**	

Residential Address	

Postal Address	

Has your address has changed since completing your last Tax Return?	

Tax File Number		**Director ID** (if applicable)	

Mobile Number		**Work Number**	

Email Address (print clearly in CAPITALS)	

RESIDENCY DETAILS

(If unsure of your status for tax purposes please contact us)

Are you a (select one) **Citizen** ☐ **Permanent Resident** ☐ **Temporary Resident** ☐

Visa Sub class (if not a Citizen)	

Were you a resident for tax purposes for the entire year	**Yes**	**No**

Did you settle in Australia during the year?	**Yes**	**No**
If yes, provide date of arrival		

Did your visa status change during the year, i.e. from Temporary to Permanent Residence?	**Yes**	**No**
If yes, provide full details and date of change		

If a temporary resident, are you married to an Australian Citizen	**Yes**	**No**

Did you cease to be a resident for tax purposes during the year	**Yes**	**No**
If yes, provide full details		

BANK DETAILS FOR PROCESSING OF REFUNDS

PLEASE WRITE DETAILS CLEARLY TO AVOID PROCESSING ERRORS

Bank		**BSB**		**Account Number**	

Name of Account	

SPOUSE / PARTNER DETAILS

Title		**Surname**		**First Name**		**M / F/ NB**

Tax File Number		**Date of Birth**		**Marital Status**	

Did you have a spouse/partner for the full year	**Yes**		**No**
If no provide full details	**Date From:**	**Date To:**	

Assessable Income for the year		**Reportable Fringe Benefits**	

CHILDREN / DEPENDENTS DETAILS

Name	**Relationship**	**Sex**	**DOB**	**F/Time student 21-24yrs**
				Yes **No**
				Yes **No**
				Yes **No**

SIGNING AND LODGEMENT OF TAX RETURN

SUBSTANTIATION AND LODGEMENT

I confirm that:

1. The tax return will be prepared from information provided by me and lodged on the self-assessment basis.

2. I am in possession of all receipts and substantiation documents for which a deduction has been claimed, particularly where I have provided information by way of summary sheets. I understand that the responsibility is on the taxpayer to substantiate all claims in the event of an audit by the ATO, and that a tax agent cannot be held responsible for where receipts and substantiation documents are lost/missing or not available.

FEES FOR PREPARATION AND LODGEMENT OF TAX RETURNS

- The fee for preparation of a return is dependent on the level of work required, complexity and time spent.
- Additional disclosures such as those from rental property income, foreign sourced income, capital gains tax calculations and income from a business, have a bearing on the time spent.
- The fee for the preparation and lodgement of an income tax return is fully deductible.
- Our tax invoice will accompany your tax return once completed. We would ask that you let us have payment prior to lodging of the return. If you prefer, the refund can be paid into our trust account and the fee offset. The balance will be paid to you by transfer directly into your nominated bank account.
- Where you are required to pay PAYG instalments, additional fees may apply if we manage the process.
- Where specialist tax advice is required, an estimate can be provided on request.

PRIVATE HEALTH INSURANCE STATEMENT

The law has changed regarding the way registered health insurers provide you with private health insurance information. It is optional for health insurers to provide you with a private health insurance statement. A statement may only be provided if you request one from your registered health insurer. The health fund will send your 2021-22 health insurance tax statement directly to the Australian Taxation Office (ATO). The detail should be available to us via an ATO prefilling report (see page 5).

HEALTH INSURANCE REBATES AND MEDICARE LEVY SURCHARGE

As a result of changes to legislation, the above are now income tested, based on the income of a family unit. If you have a spouse, your spouse's income will be required when preparing your tax return. Your return cannot be lodged without the spouse information being disclosed.

EXCESS CONCESSIONAL CONTRIBUTIONS TAX

If you/your employer has contributed an amount in excess of the concessional contributions superannuation cap ($27,500), an additional tax on the excess will be included in your assessment. This amount can only be computed by the ATO. **Our tax estimate will not be able to take this into account.**

DIVISION 293 TAX ON SUPERANNUATION CONTRIBUTIONS

In addition to normal tax levied, a Division 293 tax is imposed on concessional contributions of high income earners whose income for surcharge purposes, plus relevant concessionally taxed contributions (referred to as low tax contributions), exceeds $250 000. The amount can only be computed by the ATO following submission and assessment of your income tax return. The amount due is advised by the ATO in a separate assessment.

NOTES FOR OUR ATTENTION ____

____

By signing this form, you agree to our appointment as your tax agents on the above basis

WHERE NO RESPONSE HAS BEEN GIVEN TO A SPECIFIC ITEM, OR INFORMATION FURNISHED, IT WILL BE ASSUMED THE ITEM IS NOT APPLICABLE TO YOU

SIGNATURE		DATE	

PLEASE ✓ THE APPLICABLE BOX WHERE INFORMATION IS PROVIDED AND FURNISH FULL DETAILS

INCOME	
Salary or wages – provide all PAYG Payment Summaries if available. **NB** If your employer is on the STP system you will not be provided with a payment summary, instead it should be available to us on the ATO portal	❑
Lump Sum Payments (including all termination payments)	❑
Parental Leave Payments received from Centrelink	❑
Australian Government Allowances and Pensions	❑
Australian Annuities, Superannuation Income Streams and Superannuation Lump Sum Payments	❑
Australian Government Grants	❑
Benefits/Discounts from an Employee Share Acquisition Scheme – Provide Annual Statement from Employer	❑
Interest (all interest received above $1 needs to be disclosed) – Include interest on Tax Refunds (Exclude interest from First Home Saver Accounts)	❑
Dividends from Shares - complete Dividend Worksheet A	❑
Rental Income **-** complete Investment Property Worksheet B	❑
Sale of Assets, eg Property, Shares, Other Investments (Complete Share Sale Worksheet D if you have sold shares)	❑
All Foreign Source Income (for Australian Tax Residents). See Below (Temporary Visa Holders may be exempt – discuss with your Advisor – does not apply to Income from Overseas Employment)	❑
Income from Partnerships/Distributions from Trusts (include Capital Gains). Furnish tax credits received (eg franking) and provide Tax Returns for the relevant Partnership or Trust. Provide details of any taxes withheld from payments from closely held Trusts	❑
Other Income e.g Royalties, Commission, Jury Duty, Sickness/Accident Policies, Tips and Centrelink	❑
Managed Funds (Asgard, Macquarie Fusion etc). If you have geared your investment, the interest is deductible	❑
Net Income/Loss from Business (Full details required) complete Worksheet G	❑
Forestry Managed Investment Scheme/Net Farm Management Deposit or Withdrawals	❑
Attributed Personal Services Income	❑

DEDUCTIONS	
To claim an expense, you must have spent the money and not have been reimbursed by your employer. You do not need receipts if your work-related expenses are $300 or less, but you must be able to show the deduction relates to your income and how you calculated the amount you claimed. If you claim more than $300 for work-related expenses, you need to keep written records as evidence of the whole amount not just the amount over $300. You must keep your written evidence for five years from the due date for lodging of your tax return	
*** Refer to General Employment Related Deduction Guide	
MOTOR VEHICLE EXPENSES - complete Worksheet C	❑
WORK RELATED EQUIPMENT - complete Worksheet E	❑
WORK RELATED EXPENSES - complete Worksheet F	❑
HOME OFFICE EXPENSES (refer work related Worksheet F) Contact us should you require advice.	❑
Cost of Managing Tax Affairs (eg. Tax Agents Fee from previous year)	❑
Gifts/Donations (Only deductible if no material benefit or advantage received). “Bucket” Donations up to $10 can be claimed	❑
Interest incurred in producing your income e.g. purchase of Investments, Investment Properties etc	❑
Dividend deductions e.g. Bank Charges, Management and Advisor Fees	❑
Interest on late tax payments	❑
Deductions relating to Distributions from Partnerships and Trusts	❑
Income Protection Insurance Premiums, Sickness and Accidental Cover	❑

OTHER		
Do you have a HECS/HELP Debt? If yes, provide amount outstanding	**YES**	**NO**
Did you pay PAYG instalments?	**YES**	**NO**

SUPERANNUATION				
Did you make a deductible (concessional) contribution to Superannuation?			YES	NO
If yes, did you provide your fund with a notice of intent to claim a deduction for the contributions and did you receive an acknowledgement from the fund?			YES	NO
Name of Fund		Amount		
Fund ABN	Fund TFN	Amount		
Did you make a non-deductible (non-concessional) contribution to Superannuation?			YES	NO

FOREIGN SOURCE INCOME, DEDUCTIONS AND FOREIGN ASSETS OR PROPERTY		
If a temporary resident this section may not be applicable to you. If in doubt contact your Advisor – Does not apply to income from overseas employment	❑	
Employment Income	❑	
Forestry Managed Investment Scheme	❑	
Rent, Interest and Dividends	❑	
Pension or Annuities	❑	
Lump Sum Payments from Foreign Investment Funds, e.g. Pension or Provident Fund or Life Insurance Policies	❑	
Distributions from Trusts	❑	
Foreign Source Share Option benefits/discounts	❑	
Foreign Tax Credits/Offsets	❑	
Income Protection Insurance Premiums	❑	
Contributions to Pension or Annuity Funds	❑	
Did you have a direct or indirect interest in a controlled Foreign Company:	YES	NO
Did you have a direct or indirect interest in a foreign Trust or transferor Trust	YES	NO
Did you transfer property or services to a Non-Resident Trust (Directly or Indirectly):	YES	NO
Do you own or have an interest in assets located outside Australia during the year which have a value of A$50,000 or more	YES	NO
Did you receive bonuses from a Life Assurance or friendly society policy	YES	NO

OFFSETS		
Did you make a contribution on behalf of your Spouse? If yes, provide details	YES	NO
Invalid and invalid carer - Parent, Spouses Parent or invalid Relative (Compensation for costs incurred in providing support) NB only available in limited circumstances.	YES	NO
Residence in remote area	YES	NO

MEDICARE LEVY/PRIVATE HEALTH INSURANCE							
Do you have Private Health Fund Cover: I**f YES, the health fund will send the annual statement directly and should be available to us in the ATO prefilling report**						YES	NO
Name of Fund		**Membership Number**		**Type of Cover**	Hospital only	Comprehensive	
If NO, provide Medicare Exemption Certificate or reasons why no cover exists						❑	

This Checklist is not exhaustive and to be used as a guide only

The following checklists/worksheets are available for your use.

Please advise if you require any (It is sufficient to cite the letter only):

A. Dividend
B. Investment Property
C. Motor Vehicle
D. CGT-Share Sales
E. CGT-Property/cryptocurrency/other
F. Work related Equipment
G. Work Related Expenses
H. Business Income
I. General Deductions Guide

Notes: