

PERSONAL INCOME TAX CHECKLIST

For year ended 30th June 2023



Title		Tax File Number	N/A if you are our existing client. Please provide over the phone if you are a new client.		
Surname		Date of Birth			
First Name		Mobile Telephone			
Preferred Name		Home Telephone	()		
Occupation (Not Title)		Has your occupation changed since 2022? (Yes/No)			
Home Address		Mailing Address (if different to home)			
Suburb		Suburb			
State		Postcode		State	
Country (if not Australia)				Country (if not Australia)	
E-mail Address					

Spouse/ Children (Full Name)	Date of Birth	Tax File Number	Income
		N/A if you are our existing client. Please provide over the phone if you are a new client.	

Tax Refund by Electronic Funds Transfer (EFT)			
Account Name			
BSB Number (6 digits)		Account Number	**** (Please only provide last 4 digital numbers or call us if not provided in prior year)

AUTHORITY / PRIVACY DECLARATION

Please note: We are unable to prepare income tax returns for clients who have not completed this authority.

I hereby authorise Key Solutions Group to prepare my income tax return for the year ended 30 June 2023 from the information that I have supplied and in accordance with my instructions. For this engagement I agree to the basis of your fees as set out on the back page hereof. I also authorise the obtaining or verification of tax-related details from my bankers or my financial advisor should this be required for your purposes.

Name:

Signature:

Dated:

2023 PERSONAL INCOME TAX WORKSHEET

SALARIES & WAGES (including Employer Lump Sum payments and Employment Termination payments)		
Employers Name	Gross Earnings	Tax Deducted from Earnings

ALLOWANCES / GIFTS / HONORARIUMS / DIRECTORS FEES / CASUAL EARNINGS		
Received from	Gross Earnings	Tax Deducted

GOVERNMENT PENSIONS & ALLOWANCES (e.g. Age Pension, Newstart, Austudy, Youth Allowance, etc.)		
Received from	Gross Earnings	Tax Deducted

OTHER AUSTRALIAN PENSIONS & ANNUITIES (incl. Superannuation Pensions)		
Received from	Gross Earnings	Tax Deducted

INTEREST INCOME <i>Please ensure you include all interest credited to your account up to 30 June 2023.</i>			
Name of Financial Institution	Account Number	Your Share of Interest	Your Share of TFN Tax Deducted
Deductions Related to Interest Income			
Details		Amount	
e.g. Bank Charges			

DIVIDENDS <i>Please ensure you include all dividends including dividend re-investment. Most companies pay two dividends each year.</i>					
Name of Company	Date Received	Your Share of Unfranked Dividends	Your Share of Franked Dividends	Your Share of Imputation Credits	Your Share of TFN Tax Deducted
Deductions Related to Dividends Income					
Details				Amount	
e.g. Interest on Investment Loan					

EMPLOYEE SHARE SCHEMES		
Name of ESS Company	Number of ESS shares granted	Value of ESS shares granted

OTHER INVESTMENT INCOME - Trusts, Public Funds (e.g. BT, Navigator, Perpetual, etc.)
<ul style="list-style-type: none"> • Provide copies of your Annual Tax Statements (for year ending 30 June 2023) from public fund investments. • Include the Capital Gain Tax Statement if you are provided with one from your fund/s. • If you are a beneficiary of a private trust, provide a copy of the distribution statement from the trust tax return. • Check our <i>Capital Gains Worksheet</i> regarding capital tax issues on the sale of assets.

REFER TO SUPPLEMENTARY WORKSHEETS FOR :
· Rental Property
· Capital Gains
· Foreign Income
· Sole Trader
· Gig Economy Income (e.g. Airbnb, Uber, AirTasker)

2023 PERSONAL INCOME TAX WORKSHEET

DONATIONS AND GIFTS MADE TO 'DEDUCTIBLE GIFT RECIPIENTS' (DGRS) ORGANISATIONS <small>(Check ABN Look-up: Deductible gift recipients) (Receipts must be marked tax deductible & include your name)</small>			
Name of Charity, Aid or Cultural Fund	Date Paid	Donation Amount	Your Claim

TAX AGENT FEES <small>(for tax agent fees actually paid in 2022/2023) – including postage & travel)</small>	
Name of Tax Agent	Amount

PERSONAL SUPERANNUATION CONTRIBUTIONS <small>We need a copy of the acknowledgement of intent to claim deduction from your super fund</small>	
Superannuation Fund Name	Deduction Claimed

REFER TO SUPPLEMENTARY WORKSHEETS FOR :
· Work Related

· Motor Vehicle

2023 WORK RELATED WORKSHEET

IMPORTANT NOTES

The ATO is paying particular attention to work-related expense deduction claims. Accordingly, claims should only be made where the work-related expenses were necessarily incurred in deriving employment income; the expense can be substantiated as required and the expense was not reimbursed by another party. Where an expense has been paid for through a fringe benefit or salary sacrifice arrangement, you cannot claim the expense as a deduction.

~~If your total work related expense claims are under \$300, receipts are not required but MUST have diary entries to enable substantiation of the expenses claims.~~

It is necessary to make an apportionment between work and private use for expenses.

You should only claim the work-related component. This is the amount that you should record below.

WORK-RELATED TRAVEL EXPENSES

Road Tolls		
Taxis / Uber		
Car Hire		
Accommodation		
Meals		
Airfares		
Parking		
Business Travel	Country	Number of Days
Interstates	N/A	
Overseas (List Country)		

SELF-EDUCATION EXPENSES

(MUST BE RELATED TO CURRENT OCCUPATION)

Student Union Fees	
Course Fees (but not HECS/HELP)	
Textbooks & Course Notes	
Postage & Stationery & Photocopying	
Phone & Internet	
Public Transport	
Parking	
Equipment (items <\$300):	
Computer Hardware	
Computer Software	
Other	
Motor Vehicle (use motor vehicle worksheet)	

CLOTHING & UNIFORMS

(MUST BE OCCUPATION SPECIFIC OR HAVE AN EMPLOYER LOGO)

Purchases	
-----------	--

Dry Cleaning	
Home Laundry	
Repairs & Alterations	

OTHER WORK RELATED EXPENSES	
Income Protection Insurance	
Seminars & Conferences	
Professional Membership/ Subscriptions	
Telephone/Mobile	
Internet Service Provider Charges	
Books, Journals, Stationery	
Tools & Materials	
Union Fees	
Sun Protection Expenses	
COVID-19 Test for Work	
Home Office Expenses:	
<i>No. of Working Hours at Home</i>	
<i>From 1 March 2023, a record of all the hours (not estimates) you worked from home is required.</i>	
Gas & Electricity	
Contents Insurance	
Cleaning	
Home office % of total floor area	%
Equipment (items <\$300):	
Computer Hardware	
Computer Software	
Home Office Additions	
Equipment (items > \$300) (use Equipment Purchases worksheet below)	

EQUIPMENT PURCHASES (i.e. Items > \$300 e.g. Computer Hardware & Computer Software)					
Date Purchased	Description	Total Price	Business Usage %	Self Education	Work Related
			%		
			%		
			%		

2023 MOTOR VEHICLE EXPENSE WORKSHEET

IMPORTANT NOTES

The ATO are cracking down on large work-related car deductions. To make a legitimate claim, it is vital that you can produce receipts for expenses that you intend to claim. To maximise your motor vehicle expenses claim, we highly recommend that you continuously maintain a log book to record work-related travel for a 12 week period during the year. Doing so will not only produce evidence, but it will also produce accurate figures that you can be comfortable relying on without worrying about the ATO rejecting your claim.

Log books are valid for a period of 5 years only (i.e. for the 2023 year a log book prior to 2018 is not valid for the current year).

You cannot claim motor vehicle expenses where your motor vehicle is provided through a novated lease arrangement.

VEHICLE DETAILS

Date of Purchase	
Purchase Price (excl. Trade-In)	
Model of Vehicle	
Registration Number	
Date of Sale	
Sale Price	

VEHICLE EXPENSES

Fuel / Electricity Charging Cost	
Registration	
Insurance/ CTP Insurance	
Services (e.g. NRMA)	
Repairs/ Car Washing	
Financed? (CHP, Lease or Chattel Mortgage)	
Interest	
Depreciation (calculated by KSG)	

ODOMETER DETAILS

Start Date	
Finish Date	
Opening Odometer Reading	
Closing Odometer Reading	
Total Kilometres	
Log Book Business Usage	%
Business Kilometres	

2023 RENTAL PROPERTY WORKSHEET

Street Address		Contract Date	
Suburb / Town		Settlement Date	
State / Postcode		Purchase Price	\$
Country (if not Australia)			
Name of Owner #1		% Owned	%
Name of Owner #2		% Owned	%

RENTAL INCOME & EXPENSES		Rented from	
If jointly owned, provide <u>total</u> income & expenditure.		Rented to	
INCOME	\$		
Rental Income			
Reimbursed Outgoings from Tenant			
EXPENSES	\$		
Advertising for Tenants			
Body Corporate Fees			
Borrowing Expenses			
Cleaning			
Council Rates			
Depreciation			
Gardening / Lawn Mowing			
Insurance			
Interest on Loans			
Land Tax			
Legal Fees			
Pest Control			
Property Agent Fees / Commission			
Repairs & Maintenance			
Special Building Write-Off			
Stationery / Telephone / Postage			
Water Rates			
Sundry Expenses (e.g. Letting fees, GST on expenses, Bank charges, Electricity)			
Travel Expenses (No longer claimable)			

Furnishings & Equipment purchased during 2022/2023		
Description	Date Purchased	Amount

2023 CAPITAL GAINS TAX WORKSHEET

IMPORTANT NOTES

If you sold shares, cryptocurrency, or real estate including your family home, please complete the Table below. We will be in contact for further information required for the capital gains (losses) calculation.

For shares under Employee share schemes (ESS), if you dispose ESS shares after 30 days of their vesting, capital gains/losses need to be included in your tax return.

To ensure that you are eligible for the 50% capital gains tax reduction on the sale of assets, you need to make sure that you have owned them for at least 12 months. If you don't, you will be taxed at the full amount.

DISPOSED PROPERTY DETAILS

Property Address	
Your Ownership %	
Contract Date of Sale	
Contract Date of Purchase	
Renting Out - Start Date	
Renting Out - End Date	
Sale Price	
Legal fees for sale	
Real estate cost for sale	
Purchase Cost	
Legal fees for purchase	
Stamp duty on transfer	

DISPOSED SHARES DETAILS

Name of Share (e.g. CBA)	
Number of Shares Sold	
Contract Date of Sale	
Contract Date of Purchase	
Sale Price & Brokerage	
Purchase Price & Brokerage	

2023 FOREIGN EARNINGS WORKSHEET

FOREIGN SERVICE INCOME / ALLOWANCES / PENSIONS			
Country of Service	Period payment was in relation to	Amount (\$AUD)	Tax paid in country of service (\$AUD)
FOREIGN SERVICE WORK EXPENSES			
Details		Amount (\$AUD)	

FOREIGN INVESTMENT INCOME			
Only include bank interest actually received from foreign bank accounts etc.			
Country where invested	Type of Income	Amount (\$AUD)	Foreign Tax Paid (\$AUD)
Expenses incurred in earning investment income			
Details		Amount (\$AUD)	

2023 SOLE TRADER BUSINESS CHECKLIST

BUSINESS INCOME DETAILS		Amount	
Trading Income (Sales, Fees, Contract Income, Commissions,) Uber, AirTasker			
BUSINESS EXPENDITURE DETAILS		Amount	
Accounting Fees			
Advertising & Promotion			
Business Insurance			
Conference Expenses			
Consultants' Fees			
Electricity and Gas @ <i>business usage %</i>			
Licences Fees			
Hire and Rent of Plant and Equipment			
Interest on Business Loan			
Materials and Supplies			
Motor Vehicle Expenses (Refer to Motor Vehicle Expenses Worksheet)			
Postage, Cartage and Freight			
Printing and Stationery			
Rent of Business Premises			
Repairs and Maintenance			
Replacements – Tools etc.			
Sub-contract, Contract Labour			
Subscriptions – associations, unions, publications			
Sundry Expenses			
Telephone @ <i>business usage %</i>			
Mobile Phone @ <i>business usage %</i>			
Internet @ <i>business usage %</i>			
Training			
Business Travel Expenses			
Accommodation			
Airmiles			
Car Hire & Taxis			
Road Tolls			
Parking			
Public Transport			
Meals			
Equipment Purchase			
Description	Date Purchased	Total Price	Business Usage %
Computer/Laptop			
Computer Software			
Computer Hardware			
Study table, desk			
Filing Cabinet			
Van or utility			