

# 2022 TAX RETURN CHECKLIST

Need a little help getting your paperwork ready for tax time?

Use our handy Checklist to ensure you have all the documentation you need to ensure the tax return process runs as smoothly as possible for you.

## Income:

- payment summaries for salary and wages;
- lump sum and termination payment statements;
- government pensions and allowances statements;
- superannuation pensions and/or annuities statements;
- allowances details (e.g. travel, entertainment, car, tools);
- interest income and dividends statements;
- rental income (see below)
- distributions from partnerships or trusts (managed funds); and
- details of any assets sold that were either used for income producing purposes or which may be caught by capital gains tax.

## Deductions:

- motor vehicle expenses (business/work related); log book and expenses or KMs required;
- allowance claims (e.g. travel, uniform, tools);
- work travel expenses (e.g. road tolls, car parking, accommodation);
- depreciation of library, tools, business equipment;
- home office expenses relating to work, depreciation of office furniture, electricity, internet & telephone;
- interest and dividend deductions (bank fees, ongoing management fees, interest on
- borrowings to acquire shares, advice relating to changing/ reviewing investments;
- rental property expenses (see below)
- superannuation contributions;
- sun protection items when working outside;
- tax agent fees; and
- gifts or donations.