

## 2021 Individual Income Tax Return Kit

### Client Details

Client Name \_\_\_\_\_

Home Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email Address (Mandatory) \_\_\_\_\_

ABN (if applicable) \_\_\_\_\_ Tax File No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Australian Resident? \_\_\_\_\_

Occupation Details \_\_\_\_\_

Bank Details for ATO Refund (ATO no longer issues cheques)

BSB \_\_\_\_\_ Account Number \_\_\_\_\_

Name on Account \_\_\_\_\_

### Children's Details:

Full Name	Date of Birth

**Spouse's Details** – Please supply a copy of your spouse's 2021 Tax return if **NOT** a client of PDK Financial.

**MYOB Portal** – MYOB Portal is an online collaboration platform that allows us to share documents and take digital signature approvals from you. This information can be shared on any device with an internet browser. Please advise if you do not wish to receive your completed Income Tax Return this way:-

I **DO NOT** wish to use PDK Financial MYOB Portal

**Uploading documents** - For quicker processing of your Income Tax Return you can send through your documents to us either via email [info@pdkfinancial.com.au](mailto:info@pdkfinancial.com.au) or upload via [www.hightail.com/dropbox?dropbox=PDKFinancial](http://www.hightail.com/dropbox?dropbox=PDKFinancial)

**I confirm that you have advised me that I must demonstrate that I have incurred an expense for income producing purposes. In addition, you have advised me of the stringent SUBSTANTIATION legislation I must satisfy in relation to work, car and business travel expenses. In addition, you have informed me that I must obtain original receipts and keep them for a minimum of five years from the date my return is lodged.**

Signature \_\_\_\_\_

**INCOME**

**1. Salary and Wages, allowances, directors fees, commissions, bonuses, income from part-time or casual work, parental leave pay, Dad and partner pay, foreign employment, amounts for lost salary or wages paid under an income protection policy, sickness or accident insurance policy or a workers compensation scheme.**

Please forward all original payment summaries regarding payment of salary and wages during the 2021 Income Year.

**2. Employment Termination Payments**

Please forward details of any Lump Sum payments received together with your ETP Payment Summary.

**3. Pensions, Government Allowances, Family Tax Payments, Allowances, Earnings, Director's Fees, Employer Lump Sum payments, Australian annuities, Superannuation income streams and lump sum payments**

Forward all statements detailing the year's earnings together with any statements for exemption of the Medicare levy. For Annuities include any undeducted purchase price information.

**4. Gross Interest Received**

Bank	Account Number	Total Amount \$	Joint Yes/No	Share of Interest	Withholding Tax
				%	
				%	
				%	

**5. Dividends Received**

Company	Date Paid	Unfranked Dividends	Franked Dividends	Imputation Credits	Join Yes/No	Withholding Tax

**6. Did you receive any benefit from an employee share acquisition scheme?  
YES/NO**

If YES, please forward any details.

**7. Did you receive any of the following in the 2021 income year?**

Personal Services Income (PSI)	YES/NO
Distributions from Partnerships and/ or Trusts	YES/NO
Income / Loss from a Business	YES/NO

If YES please provide details of any such payments received.

**8. Foreign Source Income (incl. foreign pensions and foreign assets/ property)  
YES/NO**

If YES, please forward details of any such payments received.

**9. Sale of Shares / Rental Property**

Note: Please provide copies of **share sale and purchase contracts**. For sale of property, please provide settlement statements of the purchase and sale as well as details of any improvements undertaken not previously claimed.

<b>Date Purchased or Acquired</b>	<b>Cost</b>	<b>Date Sold</b>	<b>Net Proceeds</b>	<b>Description of Property Sold</b>

**10. Any Other Income Not Listed. Please supply details**

**11. RENT**

See last page of kit for rental schedule details or supply your own statement.

**DEDUCTIONS**

**D1. Work Related Motor Vehicle Expenses**

Method used	Car (make, model)	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of evidence
Cents per kilometre 72c			
Log Book			

Please explain the circumstances why you used your car for work purposes. If you made a claim using the log book method, you must include opening and closing odometer readings. You must also have maintained a logbook which documents your business kilometres for a continuous period of 12 weeks (which is representative of your normal annual car usage), you must update your logbook at least every 5 years. If you made a claim using the cents per kilometre method, tell us how you made your estimate of business kilometres.

**D2. Work Related Travel Expenses**

Expense Type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Accommodation		
Airfares		
Meals		
Incidentals		
Transport expenses		
Other (please specify)		
<b>Total</b>		

Please explain how these expenses related to your work.

**D3. Work-Related clothing, laundry and dry cleaning expenses**

Clothing expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Laundry.Dry Cleaning		
Compulsory work uniform <b>C</b>		
Non-compulsory work uniform <b>N</b>		
Occupation-Specific clothing <b>S</b>		
Protective clothing <b>P</b>		
<b>Total</b>		

Please provide a description of the clothing items and explain why you needed to use these for work purposes.

**D4. Work-Related Self-Education Expenses**

Expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Course Fees (HECS is not deductible)		
Books, Stationery etc.		
Travel		
Seminars/ Conferences		
Equipment e.g. computer		
Other (please specify)		
<b>Total</b>		

Please explain how these expenses are related to your work as an employee.

---



---

**D5. Other Work-Related Expenses**

Expense type	Amount Claimed \$	Have you kept written evidence and/or other records? Please advise what kind of records
Union fees		
Home office during COVID-19 from 1 July 2020 (please specify hours)		
Books, journals & professional library		
Computer & Software expenses		
Telephone/Internet		
Tools		
Seminars & Conferences		
Sun Protection (hats, sunscreen, glasses)		
Other (please specify)		
<b>Total</b>		

Please explain how these expenses relate to your work. If you have apportioned a work related expense eg. telephone, tell us how you arrived at the amount and what percentage you are claiming.

---



---

**D6-D15. Other types of deductions**

Expense type	Amount Claimed \$	Please provide all necessary details in regards to this claim
D6. Low Value Pool Deduction		
D7. Interest Deductions		
D8. Dividend Deductions		
D9. Gifts or Donations		
D10. Cost of Managing Tax Affairs <ul style="list-style-type: none"> <li>• Interest Charged by the ATO</li> <li>• Litigation Costs</li> <li>• Tax Agent Fees</li> </ul>		
D11. Deductible amount of undeducted purchase price of a foreign pension or annuity		
D12. Personal Superannuation Contributions <ul style="list-style-type: none"> <li>• Have you provided the fund a notice of intention to deduct the contribution?</li> <li>• Has the notice been acknowledged by the fund?</li> </ul>		
D13. Deduction for project pool		
D14. Forestry managed investment scheme deduction		
D15. Other Deduction e.g.; <ul style="list-style-type: none"> <li>• Sickness/Accident Insurance</li> </ul>		
<b>Total</b>		

**TAX OFFSETS**

**T1. Senior Australian and Pensioner**

Were you eligible for an Australian Government Pension in 2021? YES / NO

**T2. Australian Superannuation Income Stream**

Did you receive an Australian Superannuation Income Stream? YES / NO

**T3. Superannuation contributions on behalf of your spouse**

You may be entitled to tax offset up to \$540 for your spouse if your spouse's income is \$40,000 or less.

Please provide:-

The total amount of contributions

\$ \_\_\_\_\_

Spouse's assessable income and reportable fringe benefits

\$ \_\_\_\_\_

**T4. Zone Tax Offset or Overseas Forces Tax Offset**

You may be eligible for a tax offset if you **lived** in a remote area of Australia, or served overseas with the Australian Defence Force for 183 days or more during the 2021 income year. Please note that remote areas *do not* include offshore oil or gas rigs (**from July 1 2015 working in a remote area only does not qualify**).

Name of Remote Area	Number of Days

**Private Health Insurance**

Were you in a Private Health Fund for the period 1 July 2020 to 30 June 2021? **YES / NO**

What type of Private Health Cover do you have? Please Circle. A Ancillary H Hospital C Combined

What Class of Private Health Cover do you have? Please Circle. I Individual C Couple F Family

Please include all names of dependants included on your Private Health Insurance Policy.

---



---

**Please provide a copy of your and your spouse’s annual Private Health Insurance Statement.**

**Adjustments**

**A1 Under 18**

Were you under 18 years of age on 30 June 2021? **YES / NO**

**HECS-HELP, SSL, TSL AND SFSS**

	\$
HECS-HELP, FEE-HELP, OS-HELP DEBT	
TRADE SUPPORT LOAN DEBT	
STUDENT START-UP LOAN DEBT	
STUDEN FINANCIAL SUPPLEMENT LOAN DEBT	

**A4 Working holiday maker net income**

Were you on a 417 or 462 working holiday visa at any time during 2020-21? **YES / NO**

**Income Tests Information**

For the 2021 income year the Australian Tax Office will apply new income tests and amend other existing tests to assess the eligibility of taxpayers to claim certain tax offsets as well as to receive certain government benefits.

In order to make sure you are meeting all obligations towards the ATO and to ensure we considered all relevant factors when preparing your tax return please provide the following information:-

	<b>Amount \$</b>
Total reportable fringe benefits amounts	
Total reportable employer superannuation contributions	
Tax-free government pensions	
Foreign Income	
Net financial investment loss	
Net rental property loss	
Child support you paid	
Number of dependent children	

# Rental Property Income & Expenses

**NOTE:** If you acquired or sold property during this financial year, please enclose a copy of the settlement statement from the land conveyancer.

Property Address: .....
Rental Period: ..... Date first rented out .....
% of Ownership:.....

<b>INCOME</b>	
Rent	\$
Other Income	\$
<b>EXPENSES</b>	
Advertising	\$
Body Corporate Fee	\$
Borrowing costs	\$
Cleaning	\$
Council Rates	\$
Electricity	\$
Gardening/Lawn Maintenance	\$
Insurance	\$
Interest – Loan 1 + date if refinanced	\$
Interest – Loan 2 + date if refinanced	\$
Loan refinance costs if applicable	\$
Land Tax	\$
Legal Fees	\$
Pest Control	\$
Postage	\$
Property Agents Fees/Commission/Lease Fees	\$
Repairs & Maintenance	\$
Stationery, Telephone	\$
Sundry	\$
- Emergency Service Levy	\$
- Bank Charges	\$
- Others – (please provide details)	\$
Water Rates	\$

**From 1 July 2017, you are not entitled to a deduction for travel expenses relating to your residential rental property.**

If you purchased any depreciable items (cost over \$300) in the 2021 income year, please provide detailed information regarding the item itself, its purchase cost and purchase date.