Basic Individual Tax Return Checklist 2023

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This version of CPA Australia’s 2022 Individual Tax Return checklist is a basic checklist only.

For guidance on the major issues that public practice members should address when discharging your obligations in preparing 2022 individual tax returns, see CPA Australia’s [detailed checklist with tax agent instructions](https://www.cpaaustralia.com.au/tools-and-resources/taxation/tax-time-year-end-updates-and-resources/checklists).

It is recommended that the checklist be considered for all individual clients.

This information is based on legislation current as at 12 April 2023.

**About the author**

This checklist was prepared by SW Accountants and Advisors on behalf of CPA Australia.

**Disclaimer**

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# Individual Tax Return Checklist 2023

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| INSTRUCTIONS |
| Step 1 | Obtain a copy of the prior year return.  |
| Step 2 | Confirm that the front cover of the prior year return has not altered, including the bank account details which must be provided where the individual is to receive a refund. **Note:** details of any financial institution account details should include the BSB number (being six digits without spaces or hyphens), the account number (being nine digits without spaces or hyphens) and the account name as it appears on the bank account records (which cannot exceed 32 characters). |
| Step 3 | Obtain a copy of the client’s pre-filling report for the current year from Online services for agents (and compare to the information provided by the client) and try to reconcile any discrepancies. |
| Step 4 | Determine if the client is a resident or non-resident for Australian tax purposes. |
| Step 5 | Complete the checklist. |

#### Legend

**Column 1:** Column 1 requires the user to indicate whether they were either Advised (‘A’) of the information or Sighted (‘S’) documentation or whether No Substantiation is required (‘N/A’).

**Column 2:** Column 2 requires the user to indicate whether an additional work paper (WP) should be completed in respect of that item e.g. list of dividends, interest, depreciation schedule etc.

**Column 3:** Column 3 indicates whether an attachment was obtained in respect of that item e.g. copy of bank statement, log book etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **SECTION OF THE INCOME TAX RETURN** | **Column 1(A) (S) (N/A)** | **Column 2WP(Y or N)** | **Column 3Attachment(Y or N)** |
| **INCOME** |
| 1 | **Salary or wages** |  |  |  |
| 2 | **Allowances, earnings, tips, director’s fees etc.** |  |  |  |
| 3 | **Employer lump sum payments** |  |  |  |
| 4 | **Employment termination payments (ETPs)** |  |  |  |
| 5 | **Australian Government allowances and payments like Newstart, youth allowance and Austudy payments**  |  |  |  |
| 6 | **Australian Government pensions and other allowances** |  |  |  |
| 7 | **Australian annuities and superannuation income streams** |  |  |  |
| 8 | **Australian superannuation lump sum payments** |  |  |  |
| 9 | **Attributed personal services income**  |  |  |  |
| 10 | **Gross interest** |  |  |  |
| 11 | **Dividends**  |  |  |  |
| 12 | **Employee share schemes (ESS)**   |  |  |  |
| **SUPPLEMENT INCOME OR LOSS** |
| 13 | **Partnerships and trusts** |  |  |  |
| 14 | **Personal services income (PSI)** |  |  |  |
| 15 | **Net income or loss from business**  |  |  |  |
| 16 | **Deferred non-commercial business losses** |  |  |  |
| 17 | **Net farm management deposits or repayments** |  |  |  |
| 18 | **Capital gains** |  |  |  |
| 19 | **Foreign entities**  |  |  |  |
| 20 | **Foreign source income and foreign assets or property** |  |  |  |
| 21 | **Rent** |  |  |  |
| 22 | **Bonuses from life companies and friendly societies** |  |  |  |
| 23 | **Forestry managed investment scheme (FMIS) income** |  |  |  |
| 24 | **Other income**   |  |  |  |
| **DEDUCTIONS**  |
| D1 | **Work-related car expenses**  |  |  |  |
| D2 | **Work-related travel expenses**  |  |  |  |
| D3 | **Work-related uniform, occupation specific or protective clothing, laundry and dry-cleaning expenses** |  |  |  |
| D4 | **Work-related self-education expenses**  |  |  |  |
| D5 | **Other work-related expenses**   |  |  |  |
| D6 | **Low-value pool deduction** |  |  |  |
| D7 | **Interest deductions** |  |  |  |
| D8 | **Dividend deductions** |  |  |  |
| D9 | **Gifts or donations** |  |  |  |
| D10 | **Cost of managing tax affairs** |  |  |  |
| SUPPLEMENT DEDUCTIONS |
| D11 | **Deductible amount of undeducted purchase price of a foreign pension or annuity** |  |  |  |
| D12 | **Personal superannuation contributions** |  |  |  |
| D13 | **Deduction for project pool**  |  |  |  |
| D14 | **Forestry managed investment scheme (FMIS) deduction**  |  |  |  |
| D15 | **Other deductions** |  |  |  |
| SUPPLEMENT LOSSES  |
| L1 | **Tax losses of earlier income years** |  |  |  |
| SUPPLEMENTARY TAX OFFSETS  |
| T1 | **Senior Australians and pensioners (includes self-funded retirees)** |  |  |  |
| T2 | **Australian superannuation income stream** |  |  |  |
| T3 | **Superannuation contributions on behalf of your spouse**  |  |  |  |
| T4 | **Zone or overseas forces**  |  |  |  |
| T5 | **Invalid and invalid carer** |  |  |  |
| T6 | **Landcare and water facility** |  |  |  |
| T7 | **Early stage venture capital limited partnership**  |  |  |  |
| T8 | **Early stage investor** |  |  |  |
| T9 | **Other non-refundable tax offsets** |  |  |  |
| MEDICARE LEVY-RELATED ITEMS |
| Check that any spouse and child details are included to ensure that all questions on the Medicare levy are correctly answered. |
| M1 | **Medicare levy reduction or exemption**  |  |  |  |
| M2 | **Medicare levy surcharge (MLS)** |  |  |  |
|  | **Private health insurance policy details** |  |  |  |
| ADJUSTMENTS |
| A1 | **Under 18** |  |  |  |
| A2 | **Part-year tax-free threshold** |  |  |  |
| A3 | **Government super contributions** |  |  |  |
| A4 | **Working holiday maker net income**  |  |  |  |
| A5 | **Amount on which family tax distribution tax has been paid** |  |  |  |
| C1 | **Credit for interest on tax paid** |  |  |  |
| **INCOME TESTS** |
| IT1 | **Total reportable fringe benefits amount** |  |  |  |
| IT2 | **Reportable employer superannuation contributions** |  |  |  |
| IT3 | **Tax-free government pensions** |  |  |  |
| IT4 | **Target foreign income**  |  |  |  |
| IT5 | **Net financial investment loss** |  |  |  |
| IT6 | **Net rental property loss** |  |  |  |
| IT7 | **Child support you paid** |  |  |  |
| IT8 | **Number of dependent children** |  |  |  |
| Other  | **Spouse details – married or de facto**  |  |  |  |
| **REMINDER**Have you compared the pre-filled information provided by the client on Online services for agents with other information used to prepare the client’s tax return and reconciled any differences? |