

# 2017 Personal Tax Return

## Income

- Payment summaries for **wages**.
- Centrelink Statement in respect of taxable payments such as Newstart & Age Pension can usually be downloaded by ourselves, however these statements are generally not available until late July.
- Payment summaries for **superannuation** pensions & lump sums and **employment termination** payments.
- Payment summaries for **govt pensions & allowances**.
- Interest received** from banks etc.
- Dividend statements**.
- Partnership and/or Trust** income.
- Managed Funds** (investments) Tax Statements. These are typically not available until late August.
- Details of **business income and expenses**, including GST information where applicable.
- Purchase and Sale documents for any investments which were acquired after 19 September 1985 and sold during the year, for **Capital Gains Tax** calculations (e.g. shares, rental property, holiday home, vacant land etc).
- Rental property** income and expenses, including agent's annual or monthly statements, interest on loan(s) and a summary of any other expenses. Also supply your solicitor's letter, settlement sheets and a depreciation report if a property was acquired during the year.
- Discounts on shares or rights acquired under an **employee share scheme**, including prior year discounts where "cessation time" occurs this year.
- Any **other income** (attach details).

## Deductions

- Summarise your **work-related expenses** and we will advise on deductibility. Note that if your total work-related expenses exceed \$300 (excl car expenses and claims against certain allowances) you must have receipts to prove the total amount.
- Overtime Meal Deductions**: Please bring in your payslip showing the rate paid per meal.
- Living Away from Home / Travel Allowance**: You must receive an allowance which appears on your Payment Summary to claim this deduction. Please bring in your payslip showing the rate paid per night whilst away from home.
- Car Deduction – Employment related & self employed**

**Cents per Kilometre Method**: You may be able to claim up to 5,000 kilometres of work related travel. Please bring your record of kilometres travelled, even when you have been reimbursed.

**Log Book Method**: If travelling more than 5,000 kilometres it may be in your interests to use the "Log Book Method". Please review the requirements for using this method located on my website at [www.agradetax.com.au](http://www.agradetax.com.au) under "Tax Tips".

- Interest paid** on investment loans.
- Work related Uniform and Protective Clothing.
- Work Related Self Education Expenses. Including tuition fees, text books, stationery and travel.
- Summarise **donations** from your receipts. The receipts will indicate if the donation is tax-deductible.
- Tax return fee** last year (if not done by us).
- Financial planning** fees. **Initial year is generally not deductible**.
- Income protection** insurance premiums.
- Personal** (deductible) superannuation contributions by sole traders or substantially unsupported taxpayers.
- Any **other deductions** (attach details)

## Tax Offsets

- Private Health Insurance** Statement.
- Spouse superannuation** contributions made by you, for a spouse with income below \$13,800.
- Location(s) and period(s) lived in a **remote area** or served with **overseas forces**.

## Other Information

- HELP & SFSS** Statements.
- Statement in respect of **Child Maintenance / Support** payments paid.
- PAYG Instalments** paid.
- Copy of **Spouse's Return** (if not being prepared by us)
- Copy of **return** for previous year (if new client).
- Payment of Refund**: Please bring your BSB & Bank account details for electronic payment of your refund. The ATO no longer pay refunds via cheque.
- For Depreciation Changes** please contact A Grade Tax.

## Tax Tips

- Maximising the Cost Base of a dwelling used as a Main Residence and a Rental Property, to reduce Capital Gains Tax:**

Where a taxpayer sells a dwelling that was used as a main residence during part of the period it was owned and as a rental property at other times, consider whether any capital

gain arising on a sale can be completely disregarded under the main residence concessions and, more specifically, under the 'temporary absence rule'.

For example, if a taxpayer occupies a dwelling as their main residence and later moves out and commences to rent it out, the taxpayer can choose to continue to treat the dwelling as their main residence for a maximum period of 6 years (for a single period of absence) under the 'temporary absence rule'. Therefore if the taxpayer makes this choice, and the dwelling is sold within 6 years, no tax will be payable on its disposal.

However, if only a partial main residence exemption is available (e.g., where the 'temporary absence rule' does not apply), in order to reduce any capital gain arising on the disposal of the dwelling, it becomes important to maximise the cost base of the dwelling.

To this end, if the dwelling was acquired after 20 August 1991, the cost base of the dwelling can be increased by including non-deductible interest expenses (and other non-deductible "costs of owning" the dwelling) which were incurred whilst the dwelling was occupied as a main residence. Importantly, this is the case even if the capital gain attributable to this period is basically disregarded under the main residence concessions.

#### **Help Fees**

1. Whilst HELP fees for **Undergraduate** courses are not claimable for tax purposes, other costs of completing this course such as text books, stationery & travel may be deductible depending on your circumstances.
2. **Postgraduate** HELP fees may be deductible in the year in which they are incurred depending on your circumstances.

contributions cap sets a limit on the amount of contributions you can make in any one year.

The contributions cap for 2016/17 for concessional (before tax) contributions is \$35,000 for those aged 50 or over on 30<sup>th</sup> June.

The contributions cap for 2016/17 for concessional (before tax) contributions is \$30,000 for those aged under 50 on 30<sup>th</sup> June.

The contributions cap for 2017/18 for concessional (before tax) contributions is \$25,000 regardless of age.

### **Maximise your Refund – Minimise your Tax**

**Please ring 4731 1405 for your appointment with either Donna, Tynna, or Max for expert assistance to prepare your Tax Return.**

**Please visit our website to register for news articles or obtain other relevant tax information:**

**[www.agradetax.com.au](http://www.agradetax.com.au)**

### **Other Common Tax Deductions**

- Union Fees
- Home Office Expenses
- Work related percentage of Internet fees – 4 week diary required.
- Seminars
- Briefcase
- Tools & Equipment
- Calculator
- Electronic Organiser
- Computer costs
- Software
- Memberships & Subscriptions
- Telephone & Mobile Phone
- Sun Protection deductions
- Safety shoes
- Tax Agent Fees, including travel to see your Tax Agent.
- Cost of a depreciation report for Rental Properties.

#### **Government Co-Contribution**

The maximum contribution is available for incomes less than \$36,021, until it cuts out at \$51,021.

#### **Super Concessional Contributions**

Superannuation contributions can be divided into two types – concessional (before-tax) and non-concessional (after-tax). Each type of super contribution is subject to a contributions cap. A