

# 2023

## Tax Return Questionnaire

STREAMLINING YOUR TAX RETURN

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# Hello

Welcome to the 2023 Tax Preparation Toolkit – your simple guide to a smooth and successful tax season. We understand that tax time can be both daunting and complicated, but our aim is to simplify the process with this easy questionnaire which will give us everything we need to process your return. This toolkit consists of 4 components:

**1. Individual Tax Return Questionnaire.**

This is the foundational element of your return. It's the form you need to fill out to ensure all your financial information is accurately reported.

**2. Tax Deductibility Resource.**

Wondering whether a particular expense is tax-deductible? Our resource on tax deductibility is here to provide clarity. It offers clear guidelines on what expenses can be claimed as deductions.

**3. Working From Home Expenses Resource.**

Our fact sheet on working from home expenses is designed to help you understand what expenses related to your home office can be claimed as deductions, allowing you to optimize your tax benefits.

**4. Property Investors Checklist**

The Property Investors Checklist is designed to help you understand what expenses related to your investment property can be claimed as deductions, allowing you to optimize your tax benefits. Use it as a guide when preparing your information for us.

We're here to support you to ensure a stress-free return. If you have any questions please feel free to contact our office on (03) 9727 6700.

Let's get started!



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# Individual Tax Return Questionnaire

# Instructions

1. Please complete / confirm your details below to the best of your knowledge.
2. All information supplied should be for the period 1 July 2022 to 30 June 2023, unless stated otherwise.
3. Provide all supporting documents where prompted and applicable.
4. Sign where indicated and submit to our office.
5. If your previous return was not completed by our office please provide a copy of your last completed tax return.

## Your Contact Details

Full Name	
Email	
Contact Number	
Home Address	
Postal Address	

## Spouse Details

Full Name		
Taxable Income*		
Spouse For Full Year?	Yes	No

\* Not Required if they are a Field Group client.

## Children

Full Name	Date Of Birth

## Employers

Please provide employer names and occupations throughout the year.

Employer	Occupation

## Work & Other Expenses

Please ensure you have receipts/substantiation for all claims once your total exceeds \$300

Expense Type	Amount \$	Expense Type	Amount \$
Taxi Fares	\$	Reference Books	\$
Other Travel	\$	Stationery	\$
Uniform/Laundry	\$	Mobile Phone	\$
Sun Protection Items	\$	Internet	\$
Self-Education	\$	Memberships	\$
Union Fees	\$	Tools & Equipment	\$
Seminars/Prof Development	\$	Interest Expenses	\$
Gifts & Donations	\$	Income Protection Insurance	\$
Tax Agent Fees Last Year	\$		
Other Expenses	\$	(Please Include in detailed listing)	
Home Office Claim	Contact us to discuss your claim if applicable		

## Private Health Insurance

Do you, your spouse and all dependents have private hospital cover? If so, was it for the full year?	Yes	No
Do you have any of these items? Investment Income, Rental Properties, Investments Sold or Motor Vehicles used for Work	Yes	No

**YES** – please complete relevant sections on next page below

**NO** – please proceed to the end of the this questionnaire, provide supporting documents, sign and send back to us.

## Dividends

Dividends – please list all companies you have received dividend income from throughout the year

Company

## Unit Trusts/Managed Funds

Unit Trusts/Managed Funds – Please list your holdings for the financial year

Entities

## Investments Sold/Disposed

Unit Trusts/Managed Funds – Please list your holdings for the financial year

[illegible]



# Super Contributions

(Please list your total Personal (NOT Employer) Superannuation contributions)  
Note: If you intend to claim a deduction for your personal contributions, please provide the confirmation letter your superfund confirming the tax deductibility. – Contact us if you are unsure.

Super Fund Name	Total Amount
	\$
	\$
	\$
	\$
	\$

# Cryptocurrency

Do you have ANY Cryptocurrency transactions during the year?	Yes	No
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**YES** – We will need to liaise with you to have your Crypto transactions uploaded into a tax calculator to calculate your Crypto gains for tax purposes.



## Vehicle & Logbook

(Please list your total Personal (NOT Employer) Superannuation contributions)

Note: If you intend to claim a deduction for your personal contributions, please provide the confirmation letter your superfund confirming the tax deductibility. – Contact us if you are unsure.

Logbook Kept?	Yes	No	Period Covered By Logbook (within last 5 financial years)	
Vehicle Plate No.			Make & Model	
Vehicle Owner			Drive of Vehicle	
Total KMs Travelled In Year			Business KMs In Logbook Period	
Total Work Related KMs Travelled For Year: (If no logbook)				
Date Purchased			Purchase Price	\$
How Was Vehicle Financed?	Lease	Paid Cash	Chattel Mortgage	Hire Purchase
Date Sold (if in this tax year)			Sale Price	\$

## Running Costs

Cost Type	Annual Amount (inc. GST)	Monthly Payments
Fuel/Oil	\$	Please provide a copy of your Hire Purchase / Lease / Chattel Mortgage Agreement when you reach the end of the form.
Registration	\$	
Insurance	\$	
Repairs & Maintenance	\$	
Lease Payments	\$	\$
Hire Purchase/Chattel Mortgage Payments	\$	\$
Interest Paid	\$	\$
Services	\$	\$
Tyres/Battery	\$	\$
Membership Fees	\$	\$
Parking & Tolls	\$	\$

## Property Details

Please complete one of these schedules per property you own.

Address Of Rental Property	
Date Purchased	
Date Rental Income First Earned	
No. Weeks Available For Rent (this financial year)	
Date Built	
Ownership Details	

Please provide the purchase settlement statement and other purchase costs, e.g. stamp duty, legal fees, renovations or initial repairs, and any loan application fees and/or mortgage discharge expenses when you reach the end of the form.

## Income

Gross Rent	Other Rental Income
\$	\$

## Expenses

- Please provide loan statements for the full financial year.
- Do you have a Quantity Surveyors Report for this property? If so please forward to together with this form.

Expense Type	Amount \$	Expense Type	Amount \$
Advertising for Tenants	\$	Stationery, Phone & Postage	\$
Borrowing Expenses	\$	Cleaning	\$
Council Rates	\$	Gardening/Lawn Mowing	\$
Insurance	\$	Interest on Loan(s)	\$
Land Tax	\$	Legal Fees	\$
Pest Control	\$	Property Management Fees	\$
Repairs & Maintenance	\$	Property Management Commissions	\$
Body Corporate Fees	\$	Other Expenses	\$
Water Charges	\$		

## Assets/Improvements

List all assets purchased and/or improvements made.

[illegible]

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Water Charges	\$		

## Assets/Improvements

List all assets purchased and/or improvements made.

[illegible]

## Other Income Or Expenses

Please list any other information that you believe may assist us

[illegible]



# Tax Deductibility Resource

# Is It Tax Deductible?

Everyone wants to pay less tax, right? To do that you need to know what you can claim... and what you can't. It's not about cheating the system, or creative accounting. It's all about claiming what you're entitled to. That's why we've developed the "Is it Tax Deductible?" resource designed for the individual taxpayer.

Item	Notes	Deductible?
Admission Fees	For lawyers and other professionals. Disallowed as this is a capital cost.	✗
Airport Lounge Membership	Deductions to the extent used for work-related purposes.	✓
Annual Practicing Certificate	Applies to professional persons and other contractors who must pay an annual fee to practice in their chosen field.	✓
Bank Charges	Deductions are allowed if account mainly earns interest. NOT private transaction fees.	✓
Briefcase	If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.	✓
Calculators + Electronic Organisers	If used for work and/or business purposes the cost is fully deductible if \$300 or less. If more than \$300, it must be depreciated.	✓
Childcare Fees	-	✗
Clothing/Uniform/Footwear	Compulsory Uniform. Uniform must be unique and, to an organisation (e.g. corporate uniform) Non-Compulsory Uniform. If on a register kept by the Department of Industry, Science and Tourism. Occupational Specific. The clothing identifies a trade, vocation or profession (e.g. chefs and nurses) Protective. Must be used to protect the person or their conventional clothing. May include sunscreen.	✓
Club Membership Fees	-	✗
Coaching Classes	Allowed to performing artists to maintain existing skills or obtain related skills	✓
Computer + Software	Software is generally deductible if it costs less than \$300, otherwise deductible over 2.5 years.	✓
Conferences, Seminars & Courses	Allowed if designed to maintain or increase employee's knowledge, skills or ability.	✓
Conventional Clothing	Unless deemed to be stage clothing for an arts performer.	✗
COVID-19 Tests	If test used for work related purpose, you paid for it and it was not reimbursed to you by your employer, and was a PCR or RAT test. NOTE: Not deductible if you work from home and don't intend to attend your workplace.	✓
Cryptocurrency Software	-	✓
Depreciation	Tools, equipment, and plant used for work purposes for each item costing more than \$300. Items costing \$300 or less are deductible outright in the year of acquisition.	✓

# Is It Tax Deductible?

Item	Notes	Deductible?
Driver's Licence	Cost of acquiring and renewing.	✗
Dry Cleaning	Allowed if the cost of the clothing is also deductible. See also 'Laundry'.	✓
Entertainment Expenses	-	✗
Fines	Imposed by court, or under law of Commonwealth, State, Territory or foreign country (s26-5).	✗
First Aid Course	Provided it is directly related to employment or business activities.	✓
Gaming Licence	Hospitality industry.	✓
Gifts/Donations of \$2 or More	If made to an approved 'deductible gift recipient' body or fund. See <a href="http://ato.gov.au">ato.gov.au</a> for a full list. Gifts to clients are deductible if employees can demonstrate a direct connection with earning assessable income.	✓
Glasses + Contact Lenses (Prescribed)	These would qualify as medical expenses (which themselves are being phased out). Deductible if 'protective clothing'.	✗
Glasses + Goggles	Protective only	✓
Grooming	Unless employed as aircraft cabin crew or a performing artist (limits apply)	✗
HELP/HECS Repayments	-	✗
Home Office Expenses	<p>If you perform some of your work from your home office, you may be able to claim a deduction for the costs you incur in running your home office.</p> <p><b>Running Expenses.</b> For example, electricity, gas and depreciation of office furniture (e.g. desk, tables, chairs, cabinets, shelves, professional library).</p> <p><b>Occupancy Expenses.</b> For example, rent, insurance, rates and land tax. Deductible only to the extent that a portion of the home is used as a place of business and has the characteristics of a business.</p>	✓
Income Protection Insurance	Allowed only if the proceeds upon a claim are assessable.	✓
Insurance - Sick or Accident	Allowed only if the proceeds upon a claim are assessable.	✓
Interest	Allowed if money borrowed for work-related purposes or to finance income earning assets. Interest paid on underpayment of tax (e.g. General interest charge) is deductible. Fines and administrative penalties are not deductible. Interest on capital protection loans is deductible, except for a non-deductible capital protection component.	✓
Internet + Computer Equipment	Expenses allowed to the extent incurred in deriving an individual's work-related income, carrying on a business or earning investment income (e.g. share investing).	✓

# Is It Tax Deductible?

Item	Notes	Deductible?
Laundry + Maintenance	Allowed if the cost of clothing is allowable (see 'Clothing, Uniforms and Footwear'). Reasonable claims of up to \$150 do not need to be substantiated.	✓
Legal Expenses	Renewal of existing employment contract.	✓
Meals	Eaten during normal working day	✗
Meals	Meals acquired when travelling overnight for work-related purpose	✓
Meals	Meals when travelling (not overnight)	✗
Meals	Overtime meals. If allowance received under an award	✓
Medical Examination	Only if from the referral of a work-related business licence and shown on your payment summary, not to obtain a job as this would be classified as capital in nature.	✓
Newspapers	Claims may be allowed in limited cases if the publication is directly related to income-producing activities.	✗
Overtime Meal Expenses	Only if award overtime meal allowance received.	✓
Parking Fees + Tolls	Includes bridge and road tolls (but not fines) paid while travelling for work-related purposes.	✓
Photographs (Performing Arts)	Cost of maintaining portfolio	✓
Photographs (Performing Arts)	Cost of preparing portfolio	✗
Practising Certificate	Applies to professional employees.	✓
Prepaid Expenses	Non-business individuals and Small Business Entity (SBE) taxpayers claim is fully deductible if services are to be performed in a period not exceeding 12 months. All other taxpayers must apportion claim over the period of service.	✓
Professional Library (Books/CDs/Videos/ Etc)	Established library (depreciation allowed) New Books. Full claim if cost \$300 or less (includes a set if total cost is \$300 or less) New Books. Depreciation if cost over \$300 (includes a set if total cost is more than \$300)	✓
Professional Association Fees	-	✓
Protective Equipment	Includes harnesses, goggles, safety glasses, breathing masks, helmets, and boots. Claims for sunscreen, sunglasses and wet weather gear allowed if used to provide protection from natural environment.	✓
Removal + Relocation Costs	If paid by the employer, may be exempt from FBT, but deductible.	✗



# Is It Tax Deductible?

Item	Notes	Deductible?
Repairs	To income producing property / or work-related equipment.	✓
Social Functions	-	✗
Seminars	Including conferences and training courses if sufficiently connected to work activities.	✓
Self Education	Claims for fees, books, travel (see below) and equipment etc. only if allowed if there is a direct connection between the course and the person's income earning activities.	✓
Stationery	Diaries, log books, pens, papers etc.	✓
Subscriptions	Publications if a direct connection between publication and income earned by taxpayer	✓
Subscriptions	Professional associations. Maximum of \$42 if no longer gaining assessable income from that profession.	✓
Subscriptions	Sports club	✗
Sun Protection	Claims for sunglasses, hats and sunscreen allowed for taxpayers who work outside.	✓
Superannuation Contributions	Claims allowed in respect of employees of your business. Personal superannuation contributions. To claim your deduction, you need to provide acknowledgement from your superannuation fund that you have submitted an intention to claim form with them. No deduction is available for interest on borrowed monies used to finance deductible personal superannuation contributions.	✓
Tax Agent Fees	(Deduction can be claimed in the income year the expense is incurred) Travel and accommodation expenses if for travel to a tax agent or other recognised tax adviser to obtain tax advice, have returns prepared, be present at an audit or object to an assessment. Cost of other incidentals if incurred in having tax return prepared, lodging an objection or appeal or defending an audit.	✓
Technical + Professional Publications	-	✓
Telephones + Other Telecommunications Equipment	Including mobiles, pagers and beepers. Cost of telephone calls (related to work purposes/income)	✓
Telephones + Other Telecommunications Equipment	Installation or connection (depreciable if dedicated to earning business income)	✗
Telephones + Other Telecommunications Equipment	Rental charges (if 'on call' or required to use on regular basis)	✓
Telephones + Other Telecommunications Equipment	Silent telephone number.	✗

# Is It Tax Deductible?

Item	Notes	Deductible?
Tools	Work related only. If cost is \$300 or less. If cost more than \$300, the amount would be depreciable, and the amount deductible equals to the decline in value.	✓
Trauma Insurance	If benefits capital in nature.	✗
Travel Expenses	Including public transport, motor vehicles and motor cycles, fares, accommodation, meals and incidentals for travel between home and work.	✗
Travel Expenses	Where employee has no usual place of employment (e.g. travelling salesperson).	✓
Travel Expenses	If 'on call'	✗
Travel Expenses	If you're working before leaving home (e.g. doctor giving instructions over phone from home. Note that this applies in limited circumstances only).	✓
Travel Expenses	Must transport bulky equipment (e.g. builder with bulky tools) and no reasonable place to leave at work. (Under scrutiny by the ATO currently)	✓
Travel Expenses	Travel from home (which is a place of business) to usual place of employment	✗
Travel Expenses	Travel from home to alternate work place (for work-related purposes) and return to normal work place (or directly home)	✓
Travel Expenses	Travel between normal work place and alternate place of employment (or place of business) and return (or directly home)	✓
Travel Expenses	Travel between two work places	✓
Travel Expenses	Travel in course of employment: See Substantiation rules at Section 12.210	✓
Travel Expenses	Travel accompanied by relative (may be allowed if relative is also performing work-related duties)	✗
Union + Professional Association Fees	-	✓
Vaccinations	-	✗
Watch	Unless job specific such as a nurse's fob watch.	✗



# Working From Home Expenses Resource

# Working From Home Expenses 2023

If you performed some of your work from your home office during the 2023 financial year, you may be able to claim a deduction for the costs you incur in running your home office, even if the room is not set aside solely for work-related purposes.

## Changes For 2023

To be eligible to claim a deduction for working from home expenses, you must:

- incur additional running expenses as a result of working from home
- be working from home to fulfil your employment duties, not just completing minimal tasks
- keep records at the time you work to prove you incur the cost.

To calculate your working from home expenses, you can use the revised fixed rate method or the actual cost method.

## Revised Fixed Rate Method

The revised fixed rate method allows you to claim 67 cents per hour you work from home for the expenses listed below. You no longer require a dedicated home office to use this method.

Expenses included in the revised fixed rate are:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery.

You can't claim a separate deduction for any of the expenses the revised fixed rate includes.

You can claim a separate deduction for:

- the decline in value of assets used while working from home, such as computers and office furniture
- the repairs and maintenance of these assets
- cleaning (only if you have a dedicated home office).

## Actual Cost Method

The actual cost method allows you to claim a deduction for the actual expenses you incur as a result of working from home.

You may be able to claim a deduction for each of the expenses you incur, such as:

- data and internet
- mobile and home phone usage
- electricity and gas
- computer consumables (e.g. printer ink)
- stationery
- the decline in value of assets used while working from home, such as computers and office furniture, as well as any maintenance and repairs of these items
- cleaning (only if you have a dedicated home office).

The actual cost method requires detailed calculations and records. For example, you will need to know and have records of the cost per unit of electricity and average units used per hour

These shortcut arrangements do not prohibit people from making a working from home claim under existing arrangements, where you calculate all or part of your running expenses.

The ATO will review the special arrangement for the next financial year as the COVID-19 situation progresses.

## Record Keeping Checklist

### **Revised Fixed Rate Method**

You will need the following records:

- a record of all the hours you work from home for the entire year (e.g. a timesheet, roster, diary or similar document)
- evidence you paid for the expenses covered by the revised fixed rate method (for example, if you use your phone and electricity when you work from home, keep one bill for each of these expenses).

You will also need records for items you claim as a separate deduction.

From 1 July 2022 to 28 February 2023, the ATO accept a record which represents the total number of hours worked from home (for example a 4 week diary).

From 1 March 2023 onwards, a record of all the hours you worked from home is required.

*A 2023 Working From Home Diary Template is attached to our toolkit for you to use to record your working from home hours.*

### **Actual Cost Method**

You will need to keep a record for every expense you claim.

Also, you need the following evidence to show you have incur additional running expenses:

- receipts, bills or invoices which show the supplier, amount of the expense, nature of the goods, date it was paid and the date of the document
- evidence of your personal and work-related use of the items or services you buy and use.

You can work out your work-related expenses using records for the entire year or over a 4 week period that represents your work use – for example, using a diary or itemised bill.

### **Decline in Value of Assets and Equipment**

You will need records for depreciating assets, that show:

- when and where you buy the item and its cost
- when you started using the item for a workrelated purpose
- how you work out your percentage of work-related use, such as a diary that shows the purpose of and use of the item for work
- either:
  - a copy of the Commissioner's Determination of Effective Life you use to work out the decline in value
  - how you work out the effective life if you don't use the Commissioner's determination
- which method you choose to work out the decline in value

## Occupancy Expenses

Claims for occupancy expenses are allowed only if the home is used as a place of business. Occupancy expenses include rent, mortgage interest, water rates, repairs, house insurance premiums.

The claim can be made as an apportionment of total expenses incurred on a floor area basis.

Warning: Being able to claim these expenses may affect your 'main residence exemption' for capital gains tax purposes if you sell your house in the future.

## When Is A Home A Place Of Business?

The following factors, none of which is necessarily conclusive on its own, may indicate whether, or not, an area set aside has the characteristics of a place of business:

the area is clearly identifiable as a place of business  
the area is not readily suitable or adaptable for use for private or domestic purposes in association with the home generally  
the area is used exclusively, or almost exclusively, for carrying on a business, or  
the area is used regularly for client or customer visits.

If you use your home to carry out income producing activities as a matter of convenience, you are not entitled to a deduction for occupancy expenses. It would be rare for an employee to be able to claim occupancy expenses.

# Property Investors Checklist

# Income

## Income

	Rental Property Summary Report from your Real Estate Agent
	Details of any other income – including insurance payouts for damages, reimbursements from tenants, etc.
	Capital Gains from the sale of a property – we'll need copies of your purchase and sale contracts

# Immediate Deductions

You can claim these expenses immediately in your Tax Return.

## Admin Expenses

	Stationery used to maintain your rental records
	Postage on documents relating to property management
	Telephone calls relating to property management – Keep a diary record of these to satisfy the ATO
	Legal expenses relating to debt collection or tenant problems
	Electricity and gas – paid by you

## Insurances

	Landlords
	Building
	Contents
	Public Liability

## Property Agent Management

	Fees/commissions – including GST
	Postage
	Statement fees and
	Bank charges/fees
	Lease document expenses
	Letting fees



# Immediate Deductions

You can claim these expenses immediately in your Tax Return.

## Property Management + Maintenance Expenses

	Advertising for tenants – paid by you or paid by agent
	Body Corporate fees or Strata Title fees and charges. Special levies for capital works on a building can only be depreciated at 2.5%
	Cleaning
	Gardening / Lawn Mowing
	Pest control
	Security patrol fees

## Rates + Taxes

	Water rates, charges and usage
	Council rates
	Land tax

## Repairs & Maintenance

	Repairs relating to wear and tear or damage because of renting out the property. They do not include repairs of any damage in existence at purchase. The expense is a repair when it is being restored. Generally, repairs include: <ul style="list-style-type: none"><li>• Plumbing</li><li>• Electrical</li><li>• Handyman</li></ul>
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**Be aware of the difference between repairs and improvements.**

For example – fixing broken glass on a window is considered a repair. Replacing the whole window frame is an improvement which can be depreciated at 2.5%.

Repairs made immediately after purchase of an investment property or maintenance to make the property suitable for rental are of a capital nature (initial repair). These form part of the cost of the property and can be depreciated and they are not immediately deductible.

## Settlement of Property Purchase – information on your Lawyer's settlement letter

	Balance of council rates
	Balance of water rates
	Balance of body corporate fees

# Immediate Deductions

You can claim these expenses immediately in your Tax Return.

## Interest and Loan Account fees on loans to finance investment properties.

	For the interest to be deductible, the loan must have been applied to acquire an income producing asset e.g. rental property.
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	Where loans are used for both an investment property and private assets, the interest has to be apportioned based on how much of the principal was used for which purpose. This usually happens when you use a Line of Credit facility.
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## Travel Expenses

Travel expenses for rent collection, inspections, repairs and maintenance are no longer allowed by the ATO as tax deductions.

## Quantity Surveyor

	Report showing depreciation expenses and Special Building Write-off
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## Seminars

	Cost of attending property investment seminars – only to the extent that they relate to operating or maximising the return on currently owned properties
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	Where money is spent on relevant seminars before any property is acquired, there will be no deduction available
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# Deductible Over A Number Of Years

## Admin Expenses

	Loan Application fee
	Title search fees
	Lenders Mortgage insurance
	Stamp Duty on Mortgage
	Mortgage registration fees

Deductible over the period of the loan where the loan is less than five years, or otherwise deductible over 5 years.  
Expenses deductible include:

## Depreciation on New Plant & Equipment

	The ATO calls this "Decline in Value" of depreciating assets
	The costs of installing any plant and equipment are also depreciated

## Depreciation on the Building Construction

	The ATO calls this a "Capital Works" deduction
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# Thank you