What documents to look for on every label of Income and deductions of Individual tax return

Individual Tax Return

- If you were an Australian resident need to lodge your tax return during every year to ATO.

- Before you lodge tax return, you should have all available information like TFN number, personal information like name, address, contact number, bank account details, income statement through STP or payment summaries from all your employers, receipts or statements for the expenses to claim deductions, your spouse income details & private health insurance to claim any cover.

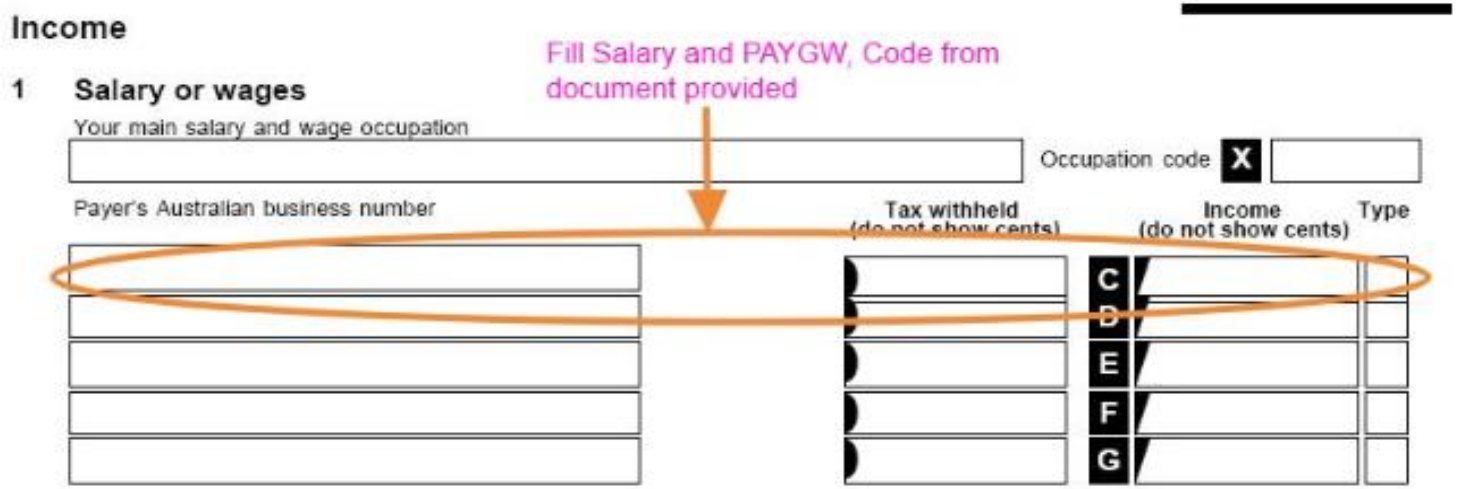
- If you lodge tax online, Pre-fill will give most of the information.

- Always lodge tax return before due date to avoid any failure to lodge on time penalty”

What are the documents to looks for every Income label

If the person need to report any of the Income earned during the year, then we need to look for the below mentioned documents, respectively.

Income Label 1 – Salary or Wages: In this label income should be reported from employment, such as salary, wages, commissions, bonuses, income from part-time or casual work, parental leave pay, dad-and-partner pay, amounts shown on an income statement or payment summary for lost salary



Main document for Label 1 Pre-filling report & PAYG Summary if available

Australian Government
Australian Taxation Office

Tax Agent Portal

Pre-filling report [redacted]

[redacted]

You should not rely exclusively on this report but use it to assist you in preparing your client's income tax return. For more information refer to portal help or www.ato.gov.au/taxprefillpg.

TAXPAYER DETAILS

Tax file number	[redacted]
Title	
Given names	
Family name and suffix	
Australian resident as at	[redacted]
Postal address	
Residential address	
Date of birth	09/02/1964

[redacted] PAYG PAYMENT SUMMARIES [redacted]

Type of payment summary: INB payment summary (Original)

[redacted]

Description	Type	Tax withheld	Income	Label
Gross payments			$35,050.00	1
Total tax withheld		$4,699.00		1
Reportable fringe benefits			$30,000.00	IT1N
Is the employer exempt from FBT under section 57A of the FBTAA 1986?	Yes			
Reportable employer superannuation contributions			$2,300.00	IT2

[redacted] GOVERNMENT PAYMENTS as [redacted]

Payment type	Paid from	Paid to	Tax exempt	Tax withheld	Taxable income	Label
Dad and Partner Pay	[redacted]		$0.00	$208.00	$1,390.00	1

For the period your client received Dad and partner pay from [redacted] they may not be eligible for:

- Superannuation co-contributions

PAYG payment summary - individual non-business

Payment Summary for year ending [redacted]

Payee details

[redacted]

NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return.

For more information on whether you have to lodge, or about this payment and how it is taxed, you can:

visit www.ato.gov.au

phone 13 28 61 between 8:00am and 8:00pm, Monday to Friday

Period of payment [redacted] to [redacted]

Payee's tax file number [redacted]

TOTAL TAX WITHHELD $ 4699

			Type	Lump sum payments	Type
Gross payments	$	35050	S	A $ 0	
CDEP payments	$	0		B $ 0	
Reportable employer superannuation contributions	$	2300		D $ 0	
Reportable fringe benefits amount (FBT year 1 April to 31 March)	$	30000		E $ 0	

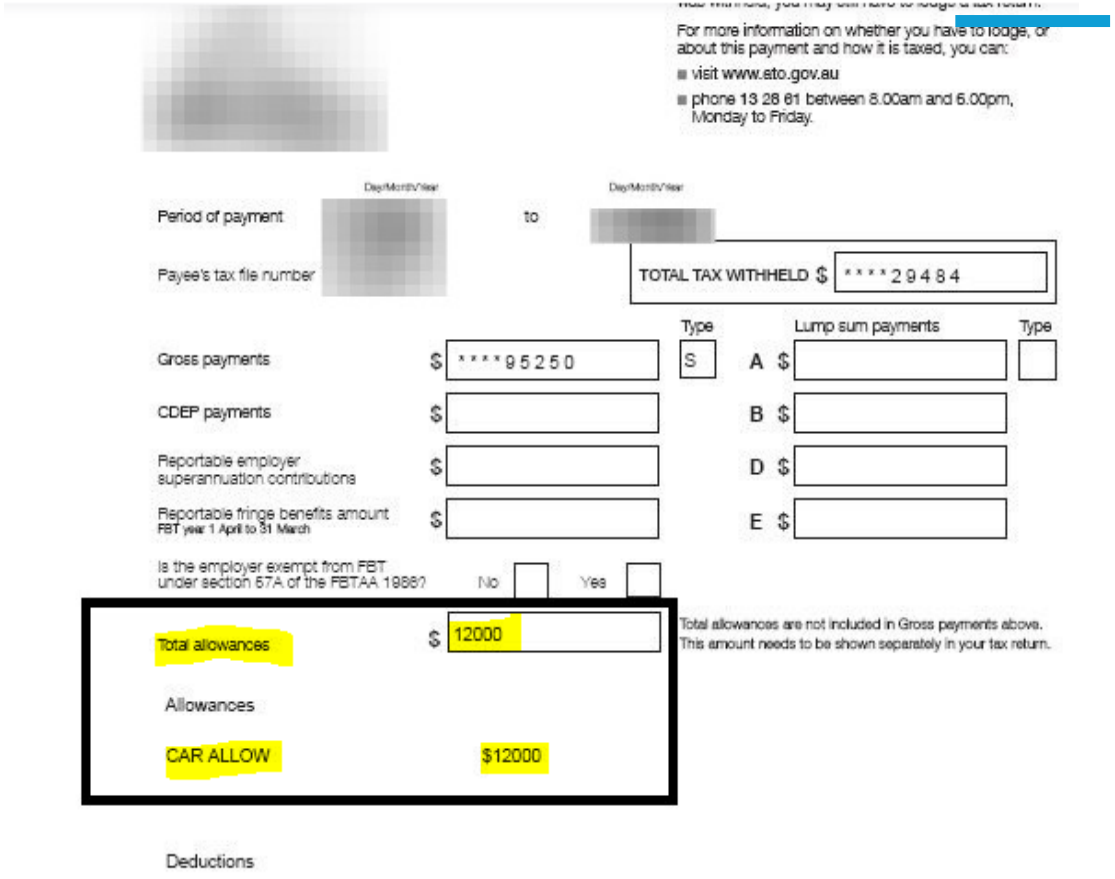
Is the employer exempt from FBT under section 57A of the FBTAA 1986? No [ ] Yes [X]

Total allowances $ 0

Enter allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.

Payer details

Payer's ABN or withholding payer number [redacted] Branch number



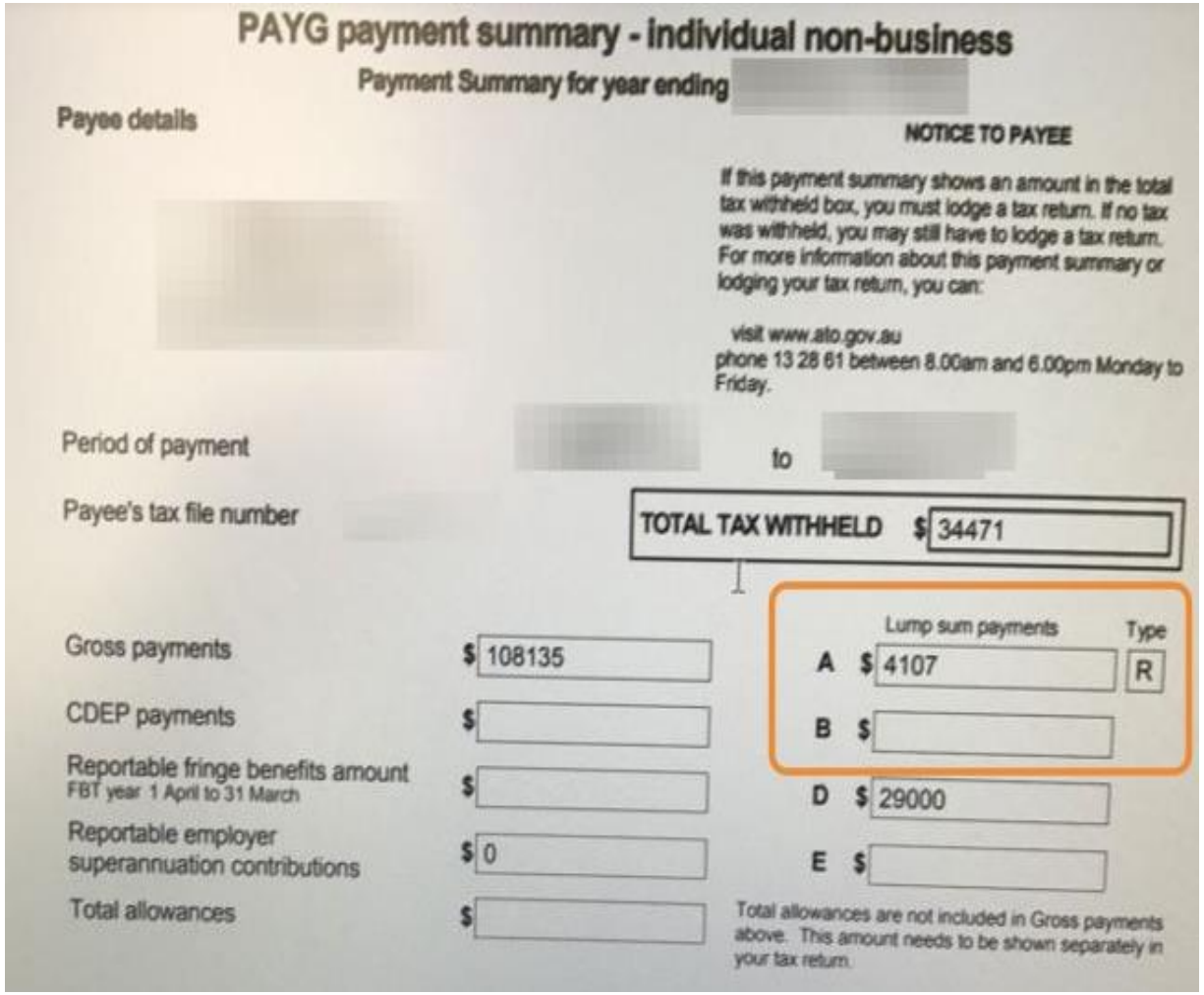
Income Label 2 - Allowances, earnings, tips, directors fees etc: In this income label declare payments of income from working, including allowances, payments for services and fees, commissions and bonuses.

These details will be available in both prefilling and PAYG Summary



Income Label 3 – Employer Lump Sum Payments: In this income label we should report lump sum payments received from an employer for unused annual or long service leave.

These details will be available in both Prefiling report & PAYG Summary.



PAYG payment summary - individual non-business

Payment Summary for year ending

Payee details

NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return. For more information about this payment summary or lodging your tax return, you can:

visit www.ato.gov.au
phone 13 28 61 between 8.00am and 6.00pm Monday to Friday.

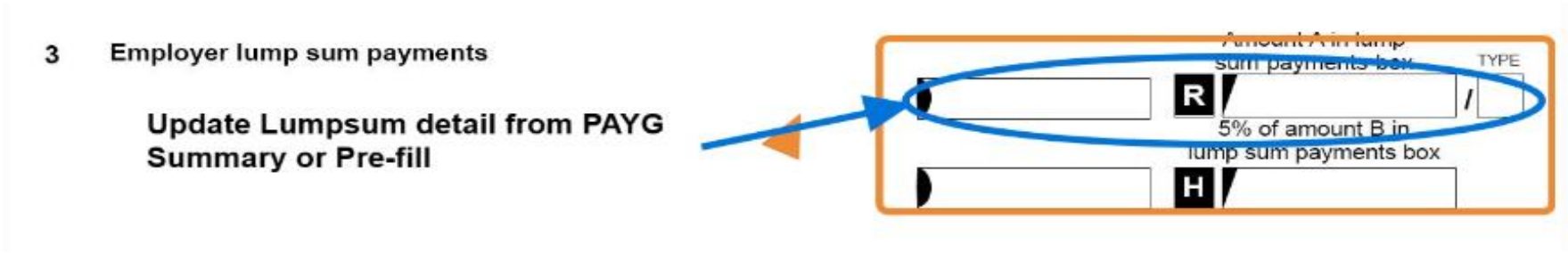
Period of payment to

Payee's tax file number

TOTAL TAX WITHHELD $ 34471

		Lump sum payments	Type
Gross payments	$ 108135	A $ 4107	R
CDEP payments	$	B $	
Reportable fringe benefits amount FBT year 1 April to 31 March	$	D $ 29000	
Reportable employer superannuation contributions	$ 0	E $	
Total allowances	$		

Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.



3 Employer lump sum payments

Update Lumpsum detail from PAYG Summary or Pre-fill

Amount A in lump sum payments box

TYPE

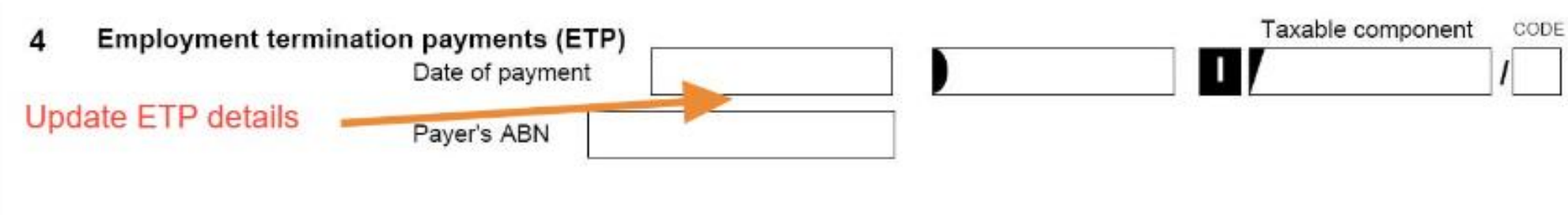
R

5% of amount B in lump sum payments box

H

Income Label 4 - Employment termination payments (ETP): In this income label employment termination payments the person has been received due to the termination of their employment will be reported.

For example: a gratuity or golden handshake, genuine redundancy or early retirement scheme payments above the tax-free limit, severance pay, non-genuine redundancy payments, payments in lieu of notice of termination, unused rostered days off (RDOs), unused sick leave and compensation for loss of job.



Termination Pay

[redacted]

[redacted]

Pay Components	Payment Type	Amount
Long Service Leave		
Pre-16 August 1978 Entitlement	Lump Sum B	$0.00
16 August 1978 to 17 August 1993 Entitlement	Lump Sum A	$0.00
Post-17 August 1993 Entitlement	Normal Pay	$0.00
Annual Leave		
Pre-16 August 1993 Entitlement	Lump Sum A	$0.00
Post - 17 August Entitlement	Normal Pay	$2406.50
Leave Loading		
	Lump Sum A	$0.00
	Normal Pay	$421.49

Payment Totals	
Normal Pay	$2828.99
Lump Sum A	$0.00
Lump Sum B	$0.00
Lump Sum D	$0.00
Total	$2828.99
PAYG Withholding	$1121.00
Net	$1708.99

Payroll report

PAYG payment summary - employment termination payment

Payment summary for year ending [redacted]

NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld you may still have to lodge a tax return. For more information about this payment summary or lodging your tax return, you can:

- visit **www.ato.gov.au**
- phone **13 28 61** between 8.00am and 6.00pm Monday to Friday.

Date of payment [redacted]

Payee's tax file number [redacted]

TOTAL TAX WITHHELD $ 2540

Taxable component **$** 14942

Tax free component **$**

Employment termination payment (ETP) code O

Payer details

Payer's ABN [redacted]

Branch number

Payer's name [redacted]

Privacy - For information about your privacy, go to **ato.gov.au/privacy**

Signature of authorised person [redacted]

Date [redacted]

PAYG Summary

Income Label 5 - Australian Government allowances and payments: In this label we need to declare allowances and payments received from the Australian Government such as JobSeeker payment, youth allowance, Austudy payment, parenting payment (partnered), special benefit, farm household allowance etc. The below details can get from prefilling report.



GOVERNMENT PAYMENTS

Payment type	Paid from	Paid to	Tax exempt	Tax withheld	Taxable income	Label
JobSeeker Payment			$0.00	$0.00	$1,158.00	5

Income Label 6 - Australian Government pensions and allowances: In this income label declare pensions and allowances received from the Australian Government such as age pension, carer payment, disability support, pension, if individual have reached age-pension age, education entry payment, parenting payment (single), age service pension and income support supplement etc.



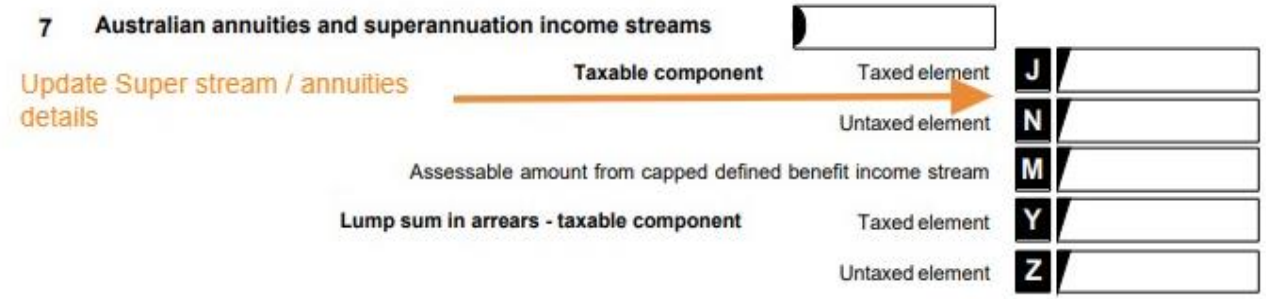
6 **Australian Government pensions and allowances**
You must complete item T1 in Tax offsets on page 4.

B Update Govt pension

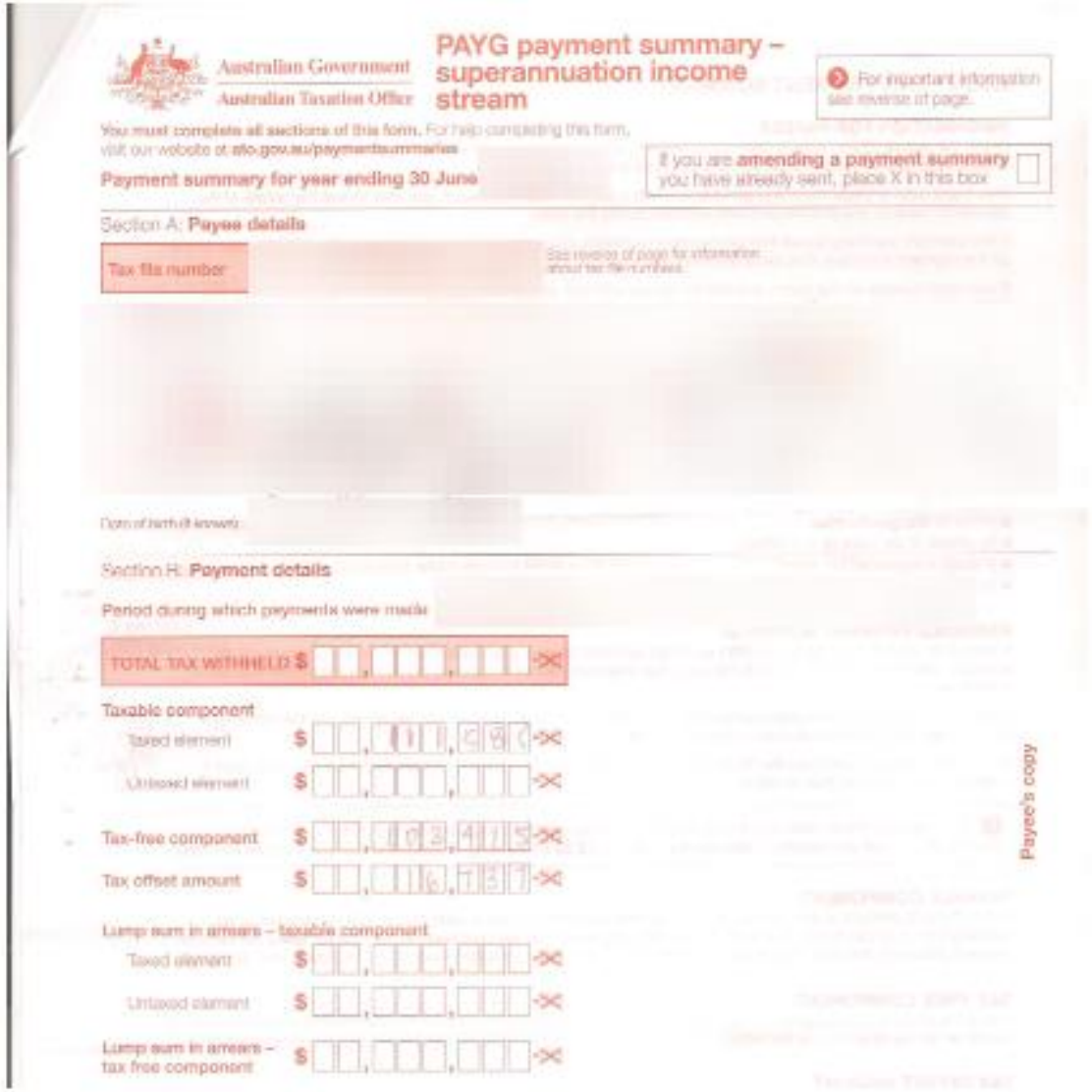
GOVERNMENT PAYMENTS

Payment type	Paid from	Paid to	Tax exempt	Tax withheld	Taxable income	Label
Parenting Payment Single			$0.00	$0.00	$10,777.00	6

Income Label 7 - Australian annuities and superannuation income streams: This is where you report any income you received from an Australian annuity or superannuation income stream, such as a pension or a lump sum.



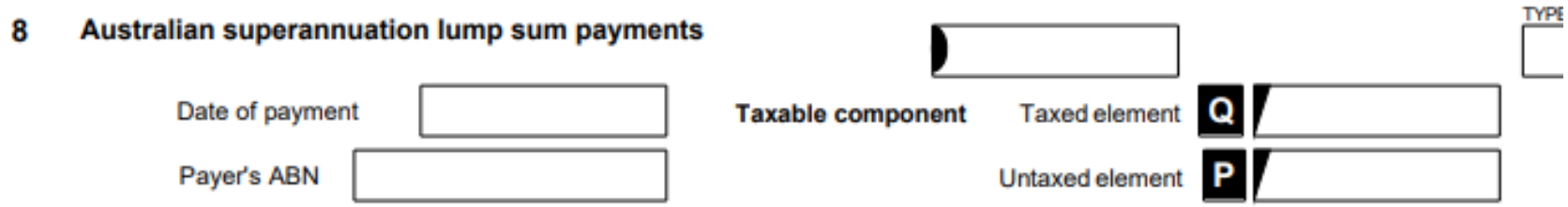
PAYG Payment Summary (Superannuation Income Stream) and you also can get details from Pre-filling.



Income Label 8 - Australian superannuation lump sum payments: In this label we need to report Australian superannuation lump sum payments or death benefit payments that has been received.

For Ex: Superannuation funds, approved deposit funds, retirement savings account providers, life insurance companies.

For this client will provide the Summary from their respective superannuation fund.



Income Label 9 - Attributed personal services income: This is where you report any income that is attributed to you as personal services income, such as income from a personal services entity or a personal services business.

- Personal services income is income that you receive mainly as a reward for your personal efforts or skills, such as from consulting, contracting, or freelancing.

- You need to complete label 9 if you have received any attributed personal services income during the year, and you have not included it at any other labels on your tax return.

- You also need to complete the Personal services income schedule and attach it to your tax return.

- The amount that you need to report at label 9 is the net amount of your attributed personal services income, which is the gross amount minus any deductions that you can claim.

- You can claim deductions for expenses that you incur in earning your attributed personal services income, such as fees, commissions, or insurance premiums.

- However, you cannot claim deductions for expenses that are not directly related to your income, or that are private or domestic in nature, such as rent, mortgage interest, or utilities.

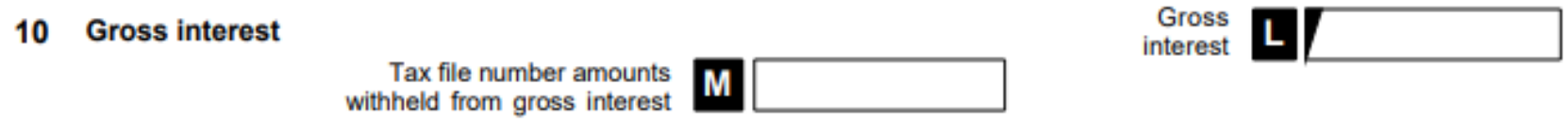
- You can use the Personal services income tool on the ATO website to help you work out your attributed personal services income and deductions.

- The income and expenses details can be taken from the finalized software detailed general ledger and finalized entity tax return where the person earns the income.

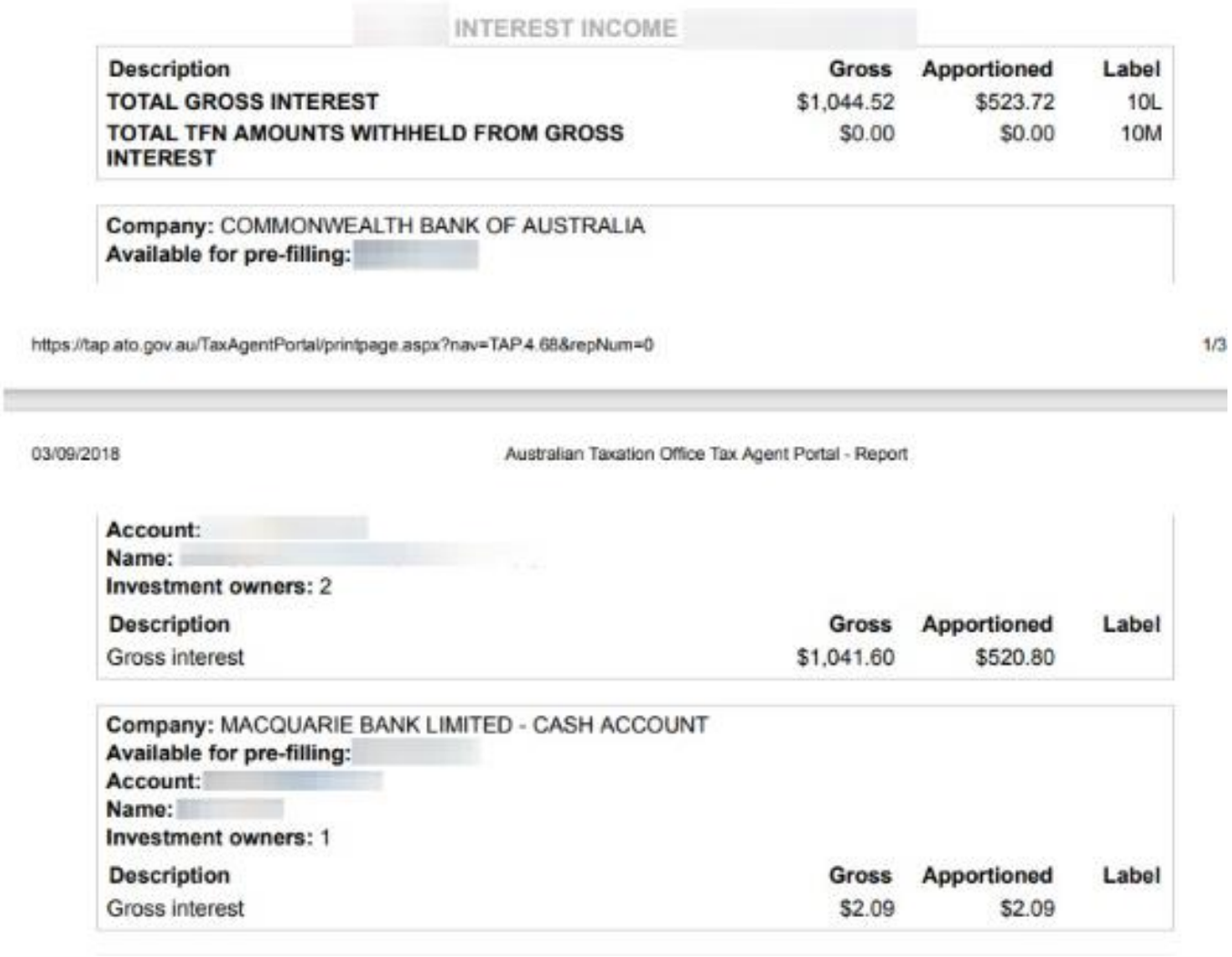
Income Label 10 – Gross Interest: Declare interest paid or credited to individual from any source in Australia, including accounts and term deposits held with financial institutions in Australia, a bond, or a debenture.

For this we need statements or other documentation from financial institutions and other sources that show 2022–23 interest income.

Any statement of account or notice of assessment (or amended assessment) received from ATO during financial year that shows interest paid or credited to the individual, for example interest on early payments, interest on overpayments & delayed refund interest.



You can also get details from pre-filling



INTEREST INCOME

Description	Gross	Apportioned	Label
TOTAL GROSS INTEREST	$1,044.52	$523.72	10L
TOTAL TFN AMOUNTS WITHHELD FROM GROSS INTEREST	$0.00	$0.00	10M

Company: COMMONWEALTH BANK OF AUSTRALIA
Available for pre-filling:

https://tap.ato.gov.au/TaxAgentPortal/printpage.aspx?nav=TAP4.68&repNum=0 1/3

03/09/2018 Australian Taxation Office Tax Agent Portal - Report

Account:
Name:
Investment owners: 2

Description	Gross	Apportioned	Label
Gross interest	$1,041.60	$520.80	

Company: MACQUARIE BANK LIMITED - CASH ACCOUNT
Available for pre-filling:
Account:
Name:
Investment owners: 1

Description	Gross	Apportioned	Label
Gross interest	$2.09	$2.09	

Bank statement & Bank Interest Summary

CommonwealthBank

Interest & tax summary

Here's a summary of the interest earned and charged on your accounts.

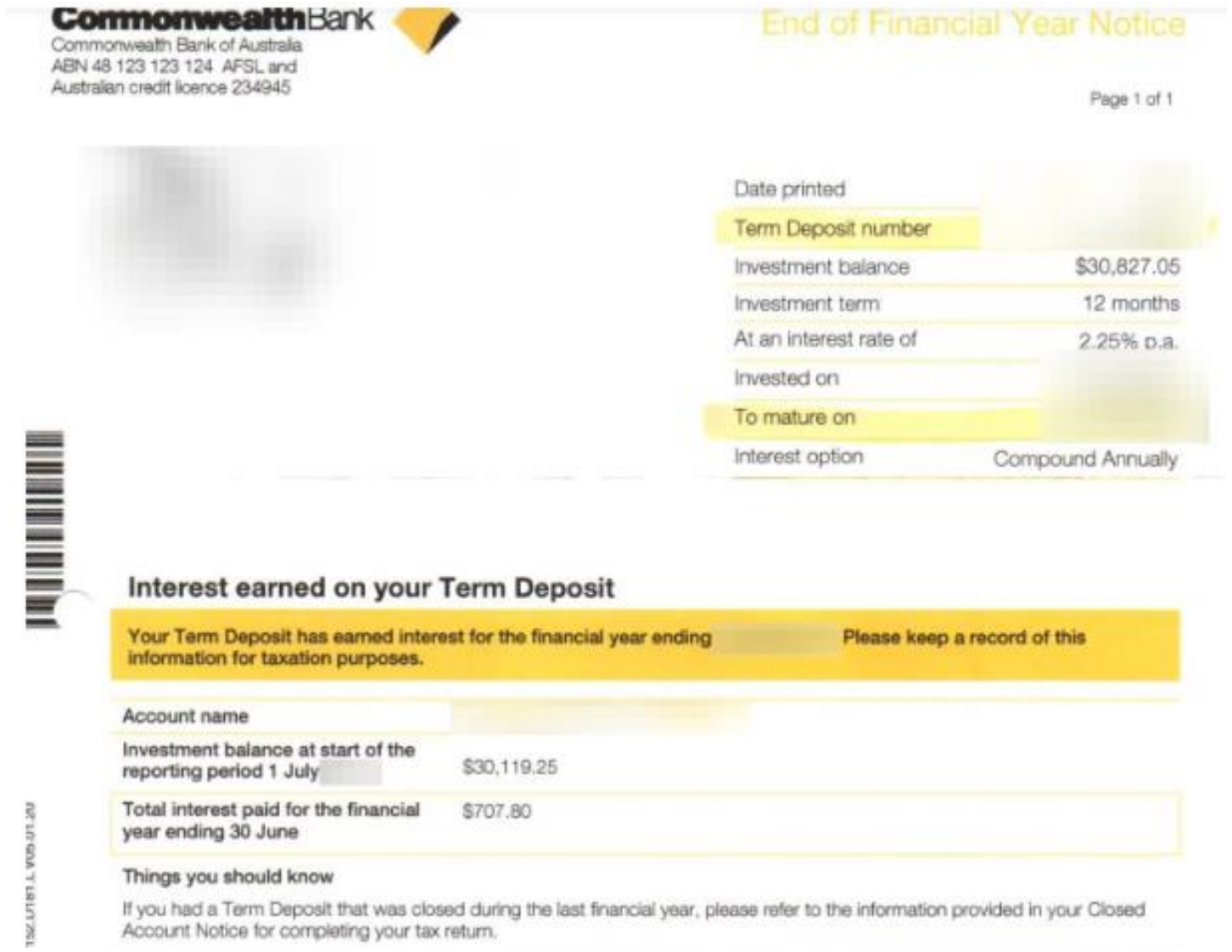
This financial year | **Last financial year** | Previous financial years, go to statements

Personal accounts

Download

Accounts	Interest earned	Interest charged	TFN withholding tax
[redacted]	+ $30.94	-	- TFN provided
[redacted]	-	-	- TFN provided
[redacted]	-	-	- TFN n/a

Term Deposit Statement & Term Deposit Interest Summary



CommonwealthBank

Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL and
Australian credit licence 234945

End of Financial Year Notice

Page 1 of 1

Date printed	
Term Deposit number	
Investment balance	$30,827.05
Investment term	12 months
At an interest rate of	2.25% p.a.
Invested on	
To mature on	
Interest option	Compound Annually

Interest earned on your Term Deposit

Your Term Deposit has earned interest for the financial year ending Please keep a record of this information for taxation purposes.

Account name	
Investment balance at start of the reporting period 1 July	$30,119.25
Total interest paid for the financial year ending 30 June	$707.80

Things you should know

If you had a Term Deposit that was closed during the last financial year, please refer to the information provided in your Closed Account Notice for completing your tax return.

ATO Interest Summary



Australian Taxation Office Tax Agent Portal - Report

Australian Government
Australian Taxation Office

Tax Agent Portal

Year to date interest summary report

You should not rely on this report to prepare your client's income tax returns. For more information refer to recurring data issues

Last Updated

Net amounts applicable for the year to date.

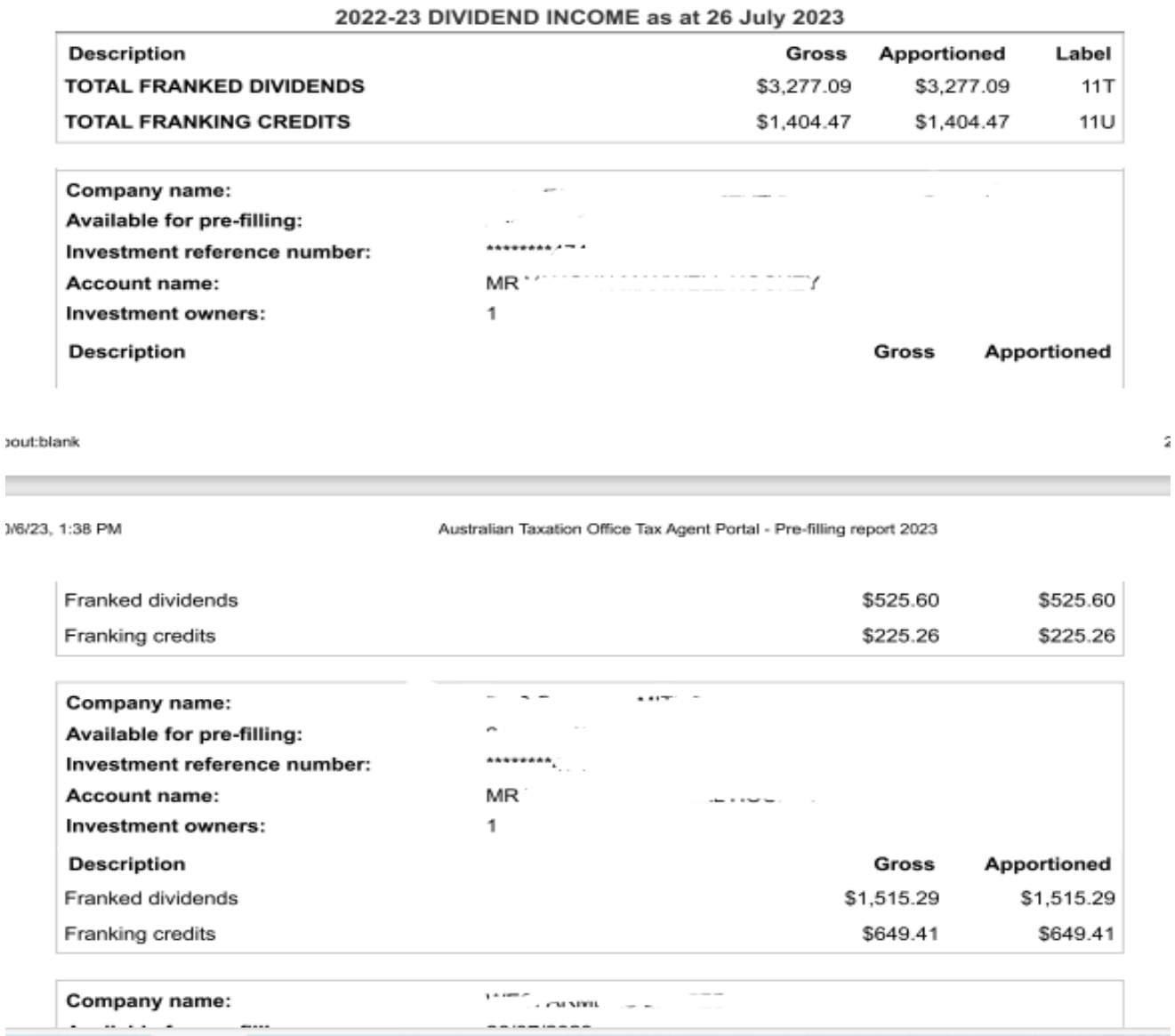
Description	ITA Total ($)
Total net interest debited	
Total net interest credited	636.71 CR

Total clients for this tax agent : 1

Income Label 11 – Dividend: Report dividends and distributions that were paid or credited to individual by Australian companies that had shares in. These include:

- dividends applied under a dividend reinvestment plan
- dividends that were dealt with on your behalf
- bonus shares that qualify as dividends
- distributions by a corporate limited partnership
- dividends paid by a corporate unit trust
- dividends paid by a public trading trust
- dividends paid by a listed investment company.
- earnings received, or were credited with, on a non-share equity interest
- amounts received from, or were credited by, a private company as a shareholder or an associate of a shareholder in the form of payments, loans or debts forgiven (these are generally unfranked dividends)

You can get details from ATO Pre-filling report



2022-23 DIVIDEND INCOME as at 26 July 2023

Description	Gross	Apportioned	Label
TOTAL FRANKED DIVIDENDS	$3,277.09	$3,277.09	11T
TOTAL FRANKING CREDITS	$1,404.47	$1,404.47	11U

Company name:
Available for pre-filling:
Investment reference number: ********
Account name: MR
Investment owners: 1

Description	Gross	Apportioned
Franked dividends	$525.60	$525.60
Franking credits	$225.26	$225.26

Company name:
Available for pre-filling:
Investment reference number: ********
Account name: MR
Investment owners: 1

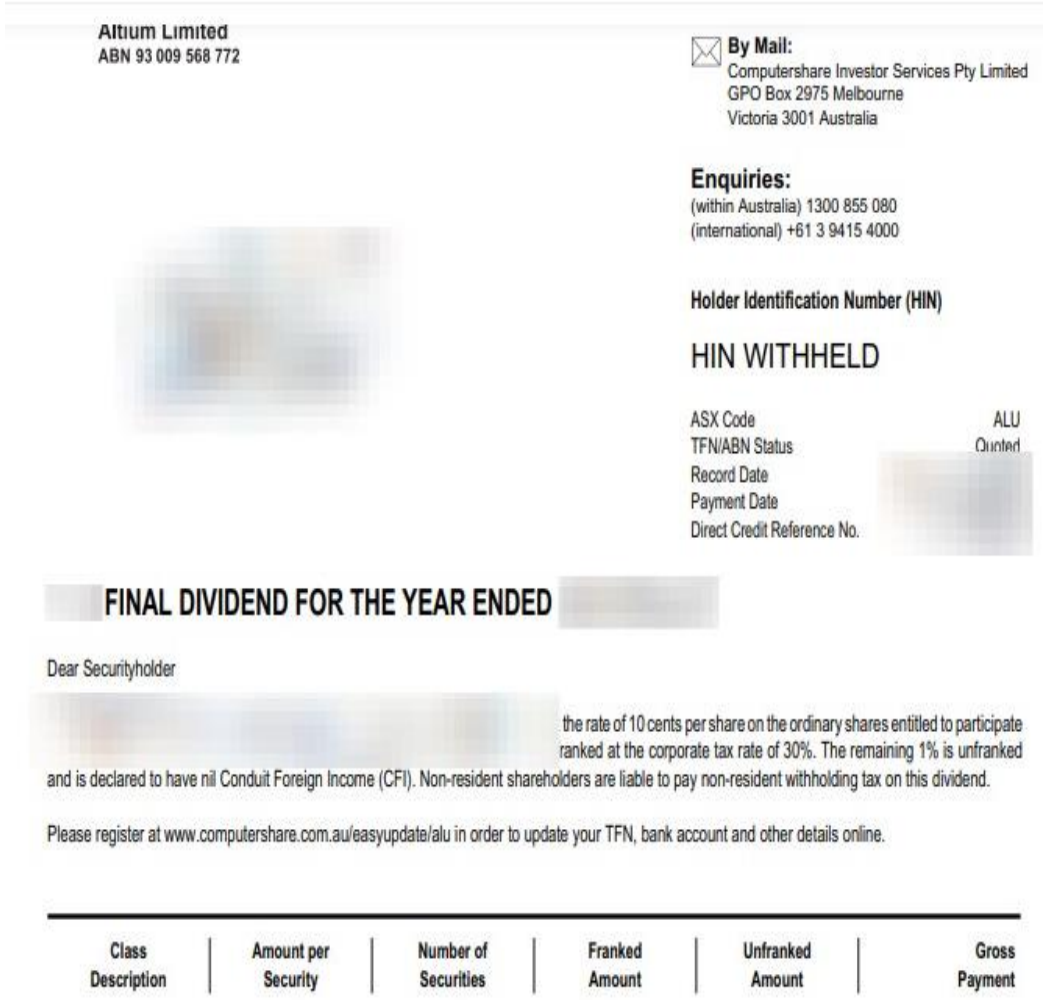
Description	Gross	Apportioned
Franked dividends	$1,515.29	$1,515.29
Franking credits	$649.41	$649.41

Company name:

out:blank

)/6/23, 1:38 PM Australian Taxation Office Tax Agent Portal - Pre-filling report 2023

You can get dividend statements from share registry, if you have SRN/HIN and post code (Computer Share & Linkmarket services



Altium Limited
ABN 93 009 568 772

By Mail:
Computershare Investor Services Pty Limited
GPO Box 2975 Melbourne
Victoria 3001 Australia

Enquiries:
(within Australia) 1300 855 080
(international) +61 3 9415 4000

Holder Identification Number (HIN)

HIN WITHHELD

ASX Code	ALU
TFN/ABN Status	Quoted
Record Date	
Payment Date	
Direct Credit Reference No.	

FINAL DIVIDEND FOR THE YEAR ENDED

Dear Securityholder

the rate of 10 cents per share on the ordinary shares entitled to participate ranked at the corporate tax rate of 30%. The remaining 1% is unfranked and is declared to have nil Conduit Foreign Income (CFI). Non-resident shareholders are liable to pay non-resident withholding tax on this dividend.

Please register at www.computershare.com.au/easyupdate/alu in order to update your TFN, bank account and other details online.

Class Description	Amount per Security	Number of Securities	Franked Amount	Unfranked Amount	Gross Payment



Domino's

All Registry communications to:
C/- Link Market Services Limited
Locked Bag A14, Sydney South, NSW, 1235
Telephone: 1300 554 474
ASX Code: **DMP**
Email: registrars@linkmarketservices.com.au
Website: www.linkmarketservices.com.au

DOMINO'S PIZZA ENTERPRISES LIMITED
ABN: 16 010 489 326

DIVIDEND STATEMENT

Reference No.:
Payment Date:
Record Date:

Security Description	Dividend Rate per Share	Participating Shares	Unfranked Amount	Franked Amount	Total Payment	Franking Credit
DMP - FP ORDS	$0.388	658	$76.59	$178.71	$255.30	$76.59

Less Withholding Tax	$0.00
Net Amount	AUD 255.30
Represented By:	
Direct Credit amount	AUD 255.30

BANKING INSTRUCTIONS

The amount of AUD 255.30 was deposited to the bank account detailed below:

WESTPAC BANK

FRANKING INFORMATION

Franked Rate per Share	$0.2716
Franking Percentage	70%
Company Tax Rate	30%

AUSTRALIAN TAX INFORMATION (A$)

Income Description	Amount
Conduit Foreign Income (CFI)	$0.00
Nil CFI	$76.59

Income Label 12 - Employee Share Schemes: This is where you report any income you received from an employee share scheme, such as from shares, options, or rights. You can detail from Prefiling report.



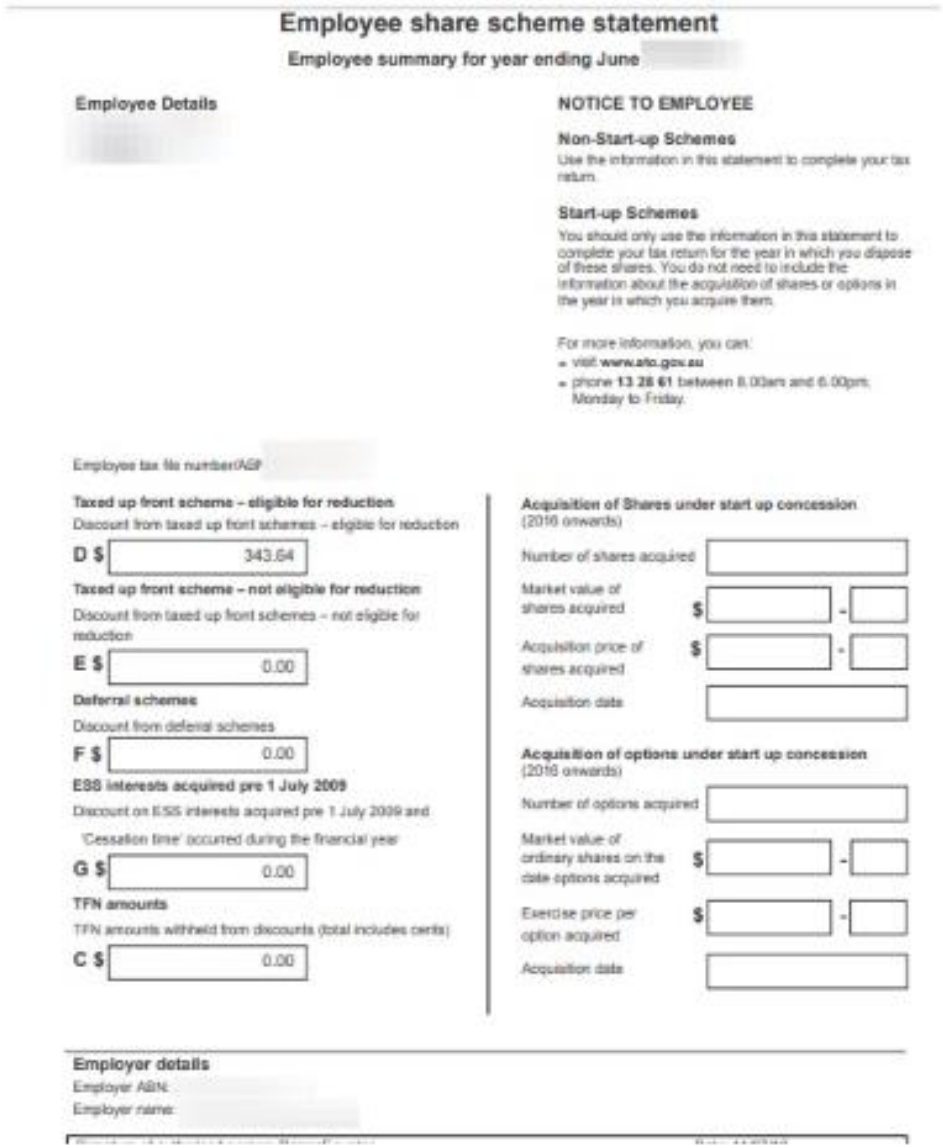
EMPLOYEE SHARE SCHEMES

- Your client may be entitled to reduce the amount of the discounts received under 'taxed upfront schemes'. For more information, go to Employee share schemes (https://www.ato.gov.au/prefillESS).

Employer's name:	METCASH LIMITED
Employer's ABN:	
Available for pre-filling:	
SRN or HIN:	
Plan reference number:	SENIOR EXECUTIVE PERFORMANCE R

Description	Amount	Label
Discount from deferral schemes	$105,180.00	12F

Employee Share Scheme Statement & Documents from Share registry



Employee share scheme statement

Employee summary for year ending June

Employee Details

NOTICE TO EMPLOYEE

Non-Start-up Schemes

Use the information in this statement to complete your tax return.

Start-up Schemes

You should only use the information in this statement to complete your tax return for the year in which you dispose of these shares. You do not need to include the information about the acquisition of shares or options in the year in which you acquire them.

For more information, you can:

- visit **www.ato.gov.au**
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday

Employee tax file number/AGP

Taxed up front scheme – eligible for reduction

Discount from taxed up front schemes – eligible for reduction

D $ 343.64

Taxed up front scheme – not eligible for reduction

Discount from taxed up front schemes – not eligible for reduction

E $ 0.00

Deferral schemes

Discount from deferral schemes

F $ 0.00

ESS interests acquired pre 1 July 2009

Discount on ESS interests acquired pre 1 July 2009 and 'Cessation time' occurred during the financial year

G $ 0.00

TFN amounts

TFN amounts withheld from discounts (total includes cents)

C $ 0.00

Acquisition of Shares under start up concession (2016 onwards)

Number of shares acquired

Market value of shares acquired $ -

Acquisition price of shares acquired $ -

Acquisition date

Acquisition of options under start up concession (2016 onwards)

Number of options acquired

Market value of ordinary shares on the date options acquired $ -

Exercise price per option acquired $ -

Acquisition date

Employer details

Employer ABN

Employer name



All correspondence to:

ABN 14 003 209 836
GPO Box 3993
Sydney NSW 2001
Tel: 1300 737 760 (within Australia)
Tel: +61 2 9290 9600 (outside Australia)
Fax: +61 2 9279 0664
metcashesp@boardroomlimited.com.au
www.boardroomlimited.com.au

Employee Number:
Order Number:
ASX Code: MTS

Metcash Limited – Senior Executive Performance Rights Plan - Sale Statement

Dear Employee,

In accordance with your instruction the trustee has sold your shares on an ASIC regulated market (either Australian Securities Exchange (ASX) or Chi-x Australia (Chi-x)) at market. Please see below for details of your share sale transaction.

Your payment has been sent to your nominated bank account below. If you do not receive payment within 7 business days of the sale date below, please contact **metcashesp@boardroomlimited.com.au**.

Please note, if incorrect bank details have been supplied, your payment may take up to 21 days or more from the sale date to be replaced.

Sale Information

Sale Date:	
Order Type:	Full
Number of Units Sold:	36,563
Sale Price per Share (AUD):	$2.970000
Gross Proceeds (AUD):	$108,592.11
Fee (AUD):	$716.71

Income Label 13 - Partnerships & Trusts: Here we need to declare the income that earned from partnerships and trusts.

You will need to report a Business and professional items schedule if you conducted a business activity as a partner in a partnership that either:
•resulted in a loss
•resulted in a loss after deducting your expenses.

If the partnership in which individual were a partner paid salary, wages or allowances, you must show that income at this label.

If the individual were entitled to an amount of trust distribution income on end of FY, you need to include that specific person share of the net income of the trust in tax return at this label.

To report in this income label, we need the document like a statement of distribution or advice from the partnership or trustee showing the following details in relation to share of partnership distribution or share of trust net income for tax purposes, including

- the amount of any primary production income or loss and the amount of any non-primary production income or loss
- the amount of net small business income from a small business entity trust or partnership
- the amount of any franked distribution from a trust
- the amount of attributed foreign income and other foreign source income
- the amount of any income on which family trust distribution tax or trustee beneficiary non-disclosure tax has been paid
- if that person are a chosen beneficiary of a discretionary primary production trust that has made a loss
- entitlement to any of the following credits or tax offsets

Once the partnership and trust entity tax return has finalized then we can update the details from that tax return to individual tax return.

TRUST TAX RETURN (DRAFT) / Trust

Beneficiary –

Tax File Number		TFN Recorded	**Entity code**	U	
NAME OF COMPANY / PARTNERSHIP / TRUST ETC					
RESIDENTIAL / BUSINESS ADDRESS					
Address	**Town/City**	**State**	**Postcode**		**Country**
		WA			
Distribution type	Percentage	**Distribution Percentage**	100%		
Assessment calculation code				V	34
Share of income of the trust estate				W	$231,824.00
Credit for tax withheld – foreign resident withholding (excluding capital gains)				L	$0.00
Australian franking credits from a New Zealand franking company				N	$0.00
SHARE OF INCOME					
Primary production				A	
PP - NCMI				A1	$0.00
PP - Excluded from NCMI				A2	$0.00
Non-primary production				B	$231,824.00
NPP - NCMI				B1	$0.00
NPP - Excluded from NCMI				B2	$0.00
Credit for tax withheld where ABN not quoted				C	$0.00
Franked distributions				U	$0.00
Franking credit				D	$0.00
TFN amounts withheld				E	$0.00
Share of credit for TFN amounts withheld from payments from closely held trusts				O	$0.00
Capital gains				F	$0.00
NCMI capital gains				F1	$0.00

Income Label 14 – Personal Services Income: Personal services income (PSI) is income that is mainly a reward for an individual's personal efforts or skills.

There are certain types of income that is not PSI – for example, for supplying or selling goods, such as, from retailing, wholesaling or manufacturing.

There are special rules for the tax treatment of personal services income earned by sole traders, including contractors and consultants, commonly known as the PSI rules.

If the person had personal services income as a sole trader and were subject to the PSI rules, you will not be able to claim certain deductions, for example, rent, mortgage interest, rates or land tax for your home, or payments to spouse (or other associate) for support work such as secretarial duties.

For this income label there is no separate document needs to verify instead if the person is maintaining any accounting software for the accounting, then we can consider the details from that after finalizing sole trader business in software.

Income Label 15 – Net income or loss from business: In this label we need to report income you derive or losses you incur from any business. You will need to lodge a *Business and professional items schedule which includes*

- income from being a sole trader
- income or a loss from a primary production business
- income under a pay as you go (PAYG) voluntary agreement
- income from which an amount was withheld because you did not quote your Australian business number (ABN)
- income you derived as a foreign resident from which an amount was withheld because it was subject to foreign resident withholding
- income of an independent contractor working under a labour hire arrangement
- any other business income.

For this income label we need to look the following points as supporting documents/items:

- If client maintain accounting software to record their sole trading business activities/day to day transactions

- If client was maintaining any documents like spreadsheet or word along with invoices for their business activities.

- Or full year bank statement if they are maintaining a separate bank account for their sole trader business activities

From the above we can get the details income and expenses which can used to derive the net income or loss from that specific business after finalizing those Before updating in tax return.

Supporting document from accounting software

Supporting Document - Business Income and Expenses

Profit and Loss

For the year ended 30 June 2023

Account	2023	2022
Trading Income		
Consignment Sales	643.37	1,627.28
Other Revenue	800.00	3,500.00
Sales	22,436.36	17,811.34
Website sales	6,856.50	7,706.25
Wholesale sales	39,371.61	30,091.60
Total Trading Income	**70,107.84**	**60,736.47**
Cost of Sales		
Cost of Goods Sold	11,891.32	18,591.30
Total Cost of Sales	**11,891.32**	**18,591.30**
Gross Profit	**58,216.52**	**42,145.17**
Operating Expenses		
Advertising & Marketin	279.20	(1,050.00)
Bank Fees	755.40	409.78
Cleaning	600.00	420.00
Consulting & Accountin	4,346.05	(600.00)
Donations	0.00	280.00
Entertainment	400.45	0.00
Freight & Courier	1,706.92	1,522.92
General Expenses	570.72	0.00
Income Tax Expense	1,795.00	0.00
Motor Vehicle Expense	396.84	687.74
Office Expenses	946.49	1,055.39
Paypal Fees	0.00	132.62
Photography & Styling	0.00	460.00
Printing & Stationery	0.00	234.67
Rent	533.00	686.40
Subscriptions	1,548.30	1,277.38
Telephone & Internet	2,676.56	2,334.46
Travel - International	883.37	0.00
Travel - National	1,941.99	491.00
Total Operating Expen	**19,380.29**	**8,342.36**
Net Profit	**38,836.23**	**33,802.81**

Net Profit	**38,836.23**	**33,802.81**
Add:		
Motor Vehicle Expense	396.84	(cents per km method s
80% private use of internet	2,141.25	Client Response
Less:		
Car Expense (cents per km	(2,496.00)	
Depreciation	(2,266.00)	
Allworths Accounting Exp -	2,310.00	
Income Tax Expense	1,795.00	
Closing Stock		
Business Income	**40,717.32**	

Income Label 16 - Deferred non-commercial business losses: Non-commercial losses refer to losses incurred from business activities that do not meet certain criteria to be considered commercially viable for tax purposes.

These losses arise when the total deductions claimed for a business activity exceed the income it produces.

Under Australian tax law, such losses may not be immediately deductible against other types of income.

The rules for non-commercial losses are designed to prevent individuals from offsetting losses from unprofitable business activities against their other income, such as salary or investment income, unless certain conditions are met.

These conditions are known as the non-commercial loss rules.

To claim a deduction for a non-commercial loss against other income, taxpayers must pass one of the following tests: For the below points we need to refer previous years tax return and summaries based on the test.

1.Assessable income test: The business activity must produce assessable income of at least $20,000 in the income year.

2.Profits test: The business activity must have produced a tax profit in three out of the past five years, including the current year.

3.Real property test: The business activity must use real property or an interest in real property worth at least $500,000 on a continuing basis.

4.Other assets test: The business activity must use other assets worth at least $100,000 on a continuing basis.

If none of these tests are met, the losses must be deferred, meaning they cannot be used to reduce taxable income from other sources in the current year.

Instead, they are carried forward to offset future profits from the same business activity.

There are exceptions to these rules, such as for primary producers and professional artists, where losses can be claimed even if the tests are not met.

Additionally, the Commissioner of Taxation has the discretion to allow the deduction of non-commercial losses in certain circumstances, such as where there has been an unusual event or downturn that has affected the business.

Income Label 17 - Net farm management deposits or repayments: In this label we need to report net farm management deposits and withdrawals. Primary producers only.
If you received a distribution of income as a beneficiary of a trust that carried on a business of primary production, and therefore eligible for the farm management deposit tax concessions.

A farm management deposit (FMD) provider is an institution that accepts farm management deposits.

An FMD owner is a person who makes an eligible farm management deposit.
FMD owners can access their deposits early when affected by certain natural disasters or drought, without losing their concessional tax treatment.

For this we need account statement from FMD provider & proof that you received Natural Disaster Relief and Recovery Arrangements (NDRRA) Category C assistance for primary producers.

Income Label 18 – Capital Gains: Here we need to report capital gains tax events, capital gains (income) and capital losses. For most CGT events, you make a:

- **capital gain** if the amount of money and property you received, or were entitled to receive, from the CGT event was more than the cost base of your asset; you may then have to pay tax on your capital gain
- **capital loss** if the amount of money and property you received, or were entitled to receive, from the CGT event was less than the reduced cost base of your asset.

The person must keep records of every act, transaction, event or circumstance that may be relevant to working out their capital gain or capital loss, regardless of whether the CGT event has already happened, is about to happen or may happen in the future.

And must keep these records for 5 years from the time when no CGT event or further CGT event can happen.

The records for these CGT events may be relevant to working out whether they have made a capital gain or capital loss from the CGT event.

We must need the following documents for recording various capital gain events:

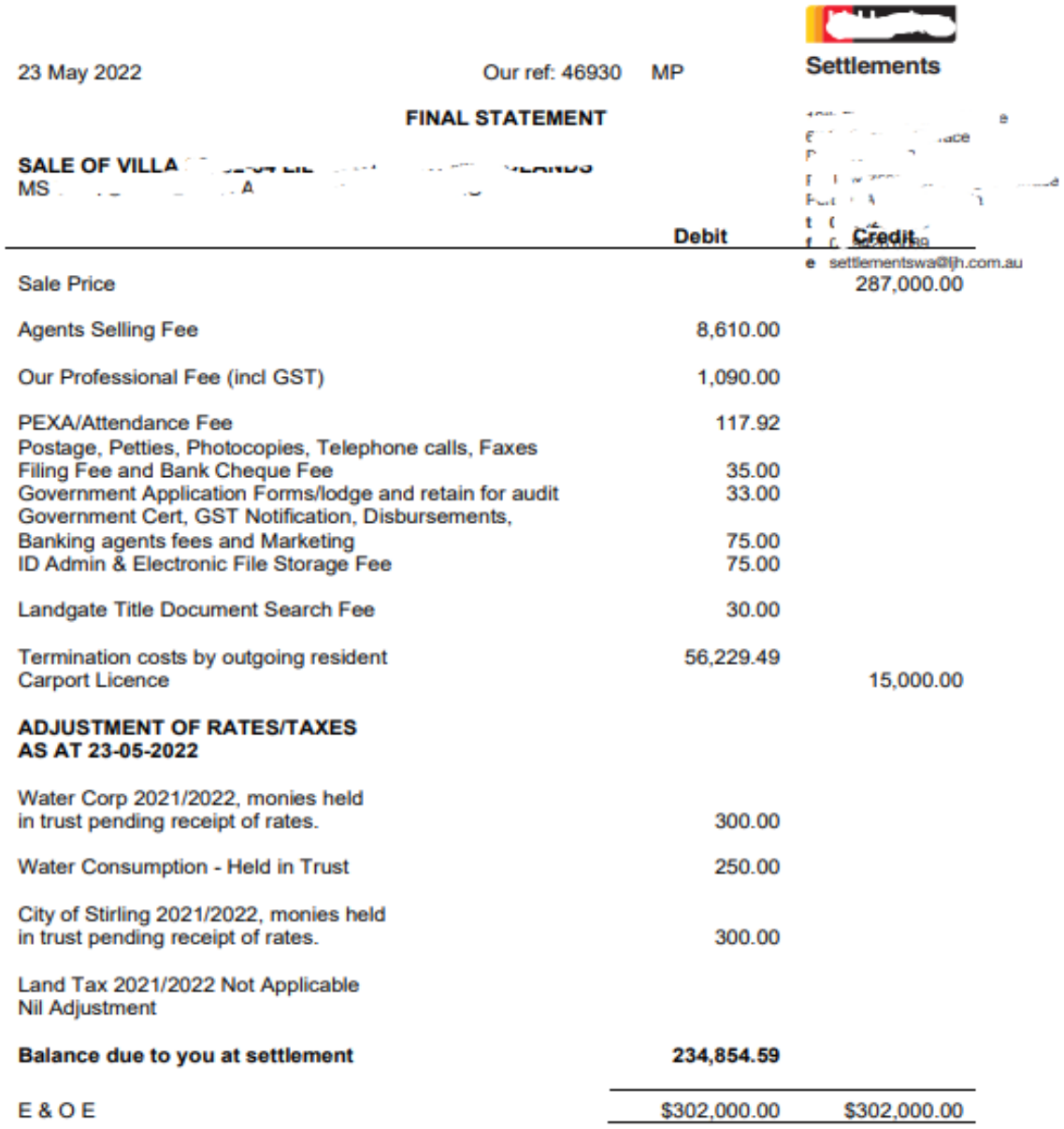
•Details of the amount of any unapplied net capital losses from earlier years (this is the amount at label **V** at the capital gains question in last year's tax return).

•Documents showing the date acquired any asset to which a CGT event happened, the date of the CGT event, and the date and amounts of any expenditure incurred that form part of the cost base and reduced cost base of the asset or are taken into account in working out capital gain or capital loss.

•Year-end, annual or distribution statements from trusts with net capital gains from which you received or were entitled to receive

- distributions of income
- distributions of non-assessable amounts.

Rental property sale final settlement statement for calculating capital gain



23 May 2022 Our ref: 46930 MP

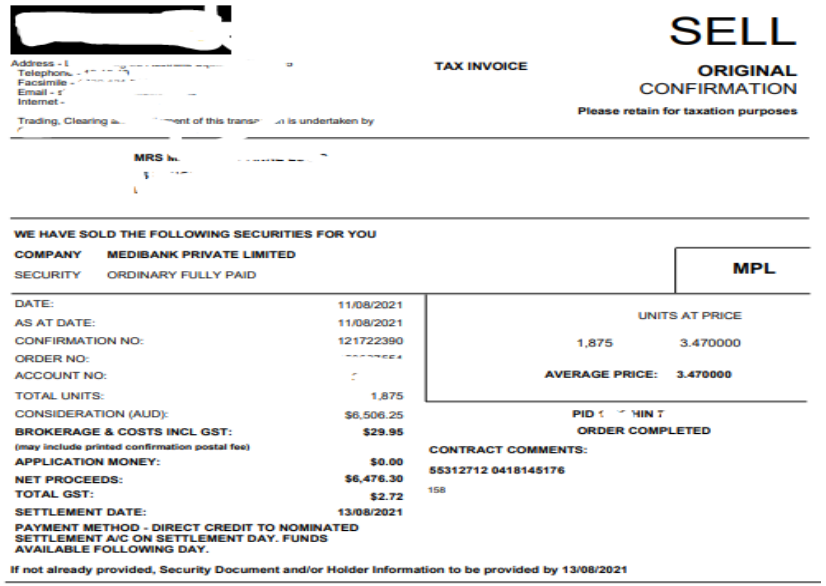
Settlements

FINAL STATEMENT

SALE OF VILLA
MS

	Debit	Credit
Sale Price		287,000.00
Agents Selling Fee	8,610.00	
Our Professional Fee (incl GST)	1,090.00	
PEXA/Attendance Fee	117.92	
Postage, Petties, Photocopies, Telephone calls, Faxes		
Filing Fee and Bank Cheque Fee	35.00	
Government Application Forms/lodge and retain for audit	33.00	
Government Cert, GST Notification, Disbursements,		
Banking agents fees and Marketing	75.00	
ID Admin & Electronic File Storage Fee	75.00	
Landgate Title Document Search Fee	30.00	
Termination costs by outgoing resident	56,229.49	
Carport Licence		15,000.00
ADJUSTMENT OF RATES/TAXES AS AT 23-05-2022		
Water Corp 2021/2022, monies held in trust pending receipt of rates.	300.00	
Water Consumption - Held in Trust	250.00	
City of Stirling 2021/2022, monies held in trust pending receipt of rates.	300.00	
Land Tax 2021/2022 Not Applicable Nil Adjustment		
Balance due to you at settlement	**234,854.59**	
E & O E	$302,000.00	$302,000.00

Share sell confirmation document & Share summary



[redacted]

Address - [redacted]
Telephone - [redacted]
Facsimile - [redacted]
Email - [redacted]
Internet - [redacted]

Trading, Clearing a[redacted]ment of this transa[redacted]n is undertaken by

TAX INVOICE

SELL

ORIGINAL
CONFIRMATION

Please retain for taxation purposes

MRS [redacted]

WE HAVE SOLD THE FOLLOWING SECURITIES FOR YOU

COMPANY **MEDIBANK PRIVATE LIMITED**
SECURITY ORDINARY FULLY PAID

MPL

DATE:	11/08/2021
AS AT DATE:	11/08/2021
CONFIRMATION NO:	121722390
ORDER NO:	[redacted]
ACCOUNT NO:	[redacted]
TOTAL UNITS:	1,875
CONSIDERATION (AUD):	$6,506.25
BROKERAGE & COSTS INCL GST:	**$29.95**
(may include printed confirmation postal fee)	
APPLICATION MONEY:	**$0.00**
NET PROCEEDS:	**$6,476.30**
TOTAL GST:	**$2.72**
SETTLEMENT DATE:	**13/08/2021**

UNITS AT PRICE
1,875 3.470000

AVERAGE PRICE: 3.470000

PID [redacted] HIN [redacted]
ORDER COMPLETED

CONTRACT COMMENTS:
55312712 0418145176
158

PAYMENT METHOD - DIRECT CREDIT TO NOMINATED SETTLEMENT A/C ON SETTLEMENT DAY. FUNDS AVAILABLE FOLLOWING DAY.

If not already provided, Security Document and/or Holder Information to be provided by 13/08/2021

ASX	Purchase Date	Quantity	Unit Price	Brokerage	Total	Sale Date	Quantity	Unit Price	Brokerage	Total	Proceeds	Cost Base	Gain / (Loss)	Discount	Net
[redacted]	03-11-2020	1116	$ 1.665000		$ 8,693.64	26-11-2020	1116	$ 1.73000	$ 29.95	$ 1,900.73	$ 1,900.73	$ 8,693.64	-$ 6,792.91	-	-$ 6,792.91
[redacted]	03-11-2020	4875	$ 2.680000		$ 9,750.00	13-05-2021	3000	$ 3.00000	$ 29.95	$ 8,970.05	$ 8,970.05	$ 8,040.00	$ 930.05	-	$ 930.05
[redacted]	09-06-2017	2000	$ 29.400000		$ 43,380.00	16-09-2020	400	$ 17.17000	$ 29.95	$ 6,838.05	$ 6,838.05	$ 8,676.00	-$ 1,837.95	-	-$ 1,837.95
						14-12-2020	400	$ 23.68000	$ 29.95	$ 9,442.05	$ 9,442.05	$ 8,676.00	$ 766.05	-	$ 766.05
						14-01-2021	400	$ 23.52000	$ 29.95	$ 9,378.05	$ 9,378.05	$ 8,676.00	$ 702.05	-	$ 702.05
						12-03-2021	400	$ 26.19000	$ 32.47	$ 10,443.53	$ 10,443.53	$ 8,676.00	$ 1,767.53	-	$ 1,767.53
						26-04-2021	400	$ 26.79000	$ 33.22	$ 10,682.78	$ 10,682.78	$ 8,676.00	$ 2,006.78	-	$ 2,006.78
[redacted]	15-11-2019	500	$ 2.710000		$ 1,950.00	01-09-2020	500	$ 1.65500	29.95	$ 797.55	$ 797.55	$ 1,950.00	-$ 1,152.45	-	-$ 1,152.45
[redacted]	03-11-2020	1875	$ 2.680000		5025	11-08-2021	1875	$ 3.47000	29.95	$ 6,476.30	$ 6,476.30	$ 5,025.00	$ 1,451.30		

Income Label 19 - Foreign entities: Here we need to report your interests in foreign entities.

If the individual is a temporary resident, you will not need to show their foreign investment income at this label.

For completing this label, we need to look interest summary or report provided by the entity.

Income Label 20 - Foreign source income and foreign assets or property: If the individual is an Australian resident need to show their assessable foreign income.

If the individual is temporary resident need to show only some of their foreign income.

Individual can claim foreign income tax offset (foreign tax credits) for foreign tax they paid by updating in this label.

To complete this label, we need the following details or documents as a supporting:

Foreign tax assessments, *PAYG payment summary – foreign employment* or income statements

Distribution advices from companies, partnerships and trusts

Details of any expenses you incurred in earning your foreign income

Dividend statement for the foreign dividend earned during the FY.

Rental income & expenses summary/document for the foreign rent earnings.

Income Label 21 – Rent: In this label we need to report rental property income and claim rental related deductions. You must have the correct records for the claims that you make. You will need details of:

- all rental income earned (Rental agent summary)

- interest charged on money you borrowed for the rental property

- other expenses relating to your rental property (Invoices for any expenses other than rental summary expenses)

- the period your property was genuinely available for rent (if applicable)

- any expenditure on capital works to your rental property.

If you have redrawn funds or increased your rental property loan for personal use, you can claim interest only on the part of the loan related to the rental property.

Supporting documents - Interest (Not included in annual rental summary)



Bank of Queensland MANLY
SHP6 RIALTO SQ 11 WENTWORTH ST
MANLY NSW 2095
Tel : 02 9932 8188
Fax : 02 9932 8199
www.boq.com.au

Loan Account Interest Advice

For Financial Year 2022/2023

Date: 10 July 2023

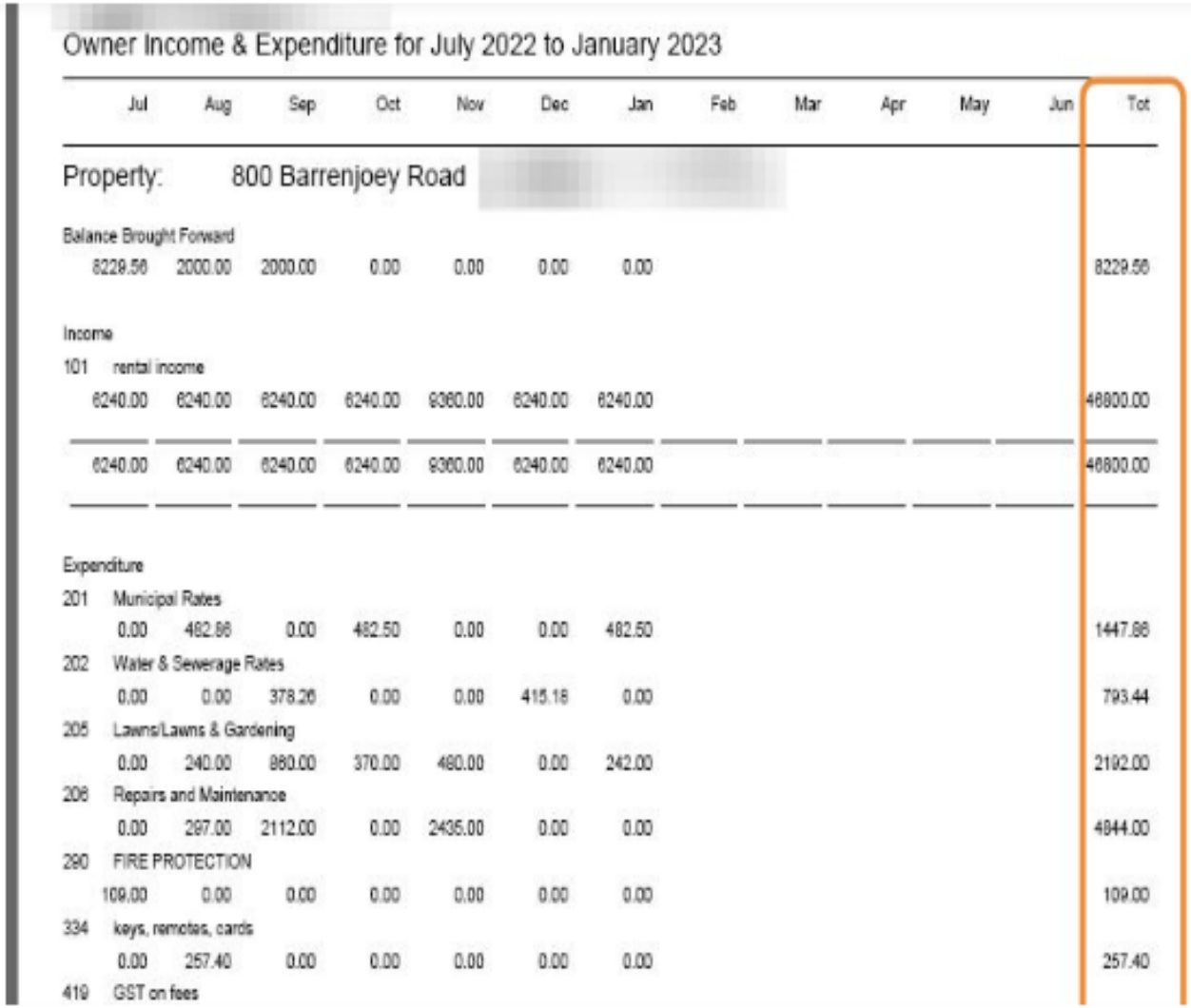
Account Number:

Account Name:

Interest Totals for period 01 July 2022 to 30 June 2023

Interest Charged: $9,947.95

Support Document - Annual Rental summary



Owner Income & Expenditure for July 2022 to January 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
Property:	800 Barrenjoey Road												
Balance Brought Forward													
	8229.56	2000.00	2000.00	0.00	0.00	0.00	0.00						8229.56
Income													
101	rental income												
	6240.00	6240.00	6240.00	6240.00	9360.00	6240.00	6240.00						46800.00
	6240.00	6240.00	6240.00	6240.00	9360.00	6240.00	6240.00						46800.00
Expenditure													
201	Municipal Rates												
	0.00	482.86	0.00	482.50	0.00	0.00	482.50						1447.86
202	Water & Sewerage Rates												
	0.00	0.00	378.26	0.00	0.00	415.18	0.00						793.44
205	Lawns/Lawns & Gardening												
	0.00	240.00	880.00	370.00	460.00	0.00	242.00						2192.00
206	Repairs and Maintenance												
	0.00	297.00	2112.00	0.00	2435.00	0.00	0.00						4844.00
290	FIRE PROTECTION												
	109.00	0.00	0.00	0.00	0.00	0.00	0.00						109.00
334	keys, remotes, cards												
	0.00	257.40	0.00	0.00	0.00	0.00	0.00						257.40
419	GST on fees												

Supporting documents - Insurance (Not included in annual rental summary)

NRMA INSURANCE

2023-2024 Certificate of Insurance

Home@50 Buildings Renewal

Thank you for choosing NRMA Insurance. You will find a summary of your policy opposite, including how to renew and when the payment is due.

Next steps:

1. Review the information on the following pages and if you need to make changes call 132 132 or +61 2 8661 7307, access Self Service Centre at nrma.com.au/selfservice or visit an NRMA Office at your convenience, see nrma.com.au/branches-finder for details. Please check our website for the latest operating hours.
2. Please pay by 2 April 2023. If paying in person, take your payment slip on page 3 with you.
3. On full payment, this document becomes your Certificate of Insurance. If you change your cover, we will send you an updated Certificate.

YOUR POLICY SUMMARY

Due date:	2 April 2023
Current policy expires:	11:59pm on 2 April 2023
Home insured:	800 Barrenjoey Road, Palm Beach NSW 2108
Sum insured:	Buildings $2,203,740 See over for breakdown.
Basic excess:	$1,000 See over for all excesses that apply.

YOUR ANNUAL PREMIUM (Includes 25% No Claim Bonus, your chosen Options, NRMA Loyalty Discount and government charges. See over for full details)

Annual premium:	**$4,998.12**
OR	
For an additional $32.84 p.a. **Add Burn out of electric motors cover:**	**$5,030.96**

Please pay by 2 April 2023
For how to pay, see page 4.
To pay monthly, please contact us before this date.

YOUR LOYALTY DISCOUNT

Loyalty Discount 15%	
Loyalty Years	9
Number of policies	7

Australian Resilience

Supporting documents - Capital Works (Not included in annual rental summary)

Division 43 – capital works allowance (Ownership percentage 50.00% per cent)

The table below outlines the division 43 building write-off allowance available to be claimed for additional works completed to this property. The depreciation calculated has been deemed to be on structural elements only completed after the legislated dates.

Works	Date	Rate	Original cost ($)	Split cost ($)
Additional works	1-Jul-20	2.5%	214,211	107,106
Additional works	18-Jun-21	2.5%	5,380	2,690

Calculation for write-off provision:

Period	Original division 43 ($)	Split division 43 ($)
13-May-21 to 30-Jun-21	724	362
1-Jul-21 to 30-Jun-22	5,490	2,745
1-Jul-22 to 30-Jun-23	5,490	2,745
1-Jul-23 to 30-Jun-24	5,490	2,745
1-Jul-24 to 30-Jun-25	5,490	2,745
1-Jul-25 to 30-Jun-26	5,490	2,745
1-Jul-26 to 30-Jun-27	5,490	2,745

Income Label 22 - Bonuses from life insurance companies and friendly societies:
Here we need to report bonuses from life insurance companies and friendly societies.

You need to include a bonus amount at this question if **all** the following conditions apply:

- you received the bonus amount, or directed how it is to be dealt with, within 10 years from when the policy started
- your life insurance policy or friendly society insurance bond matured, or was terminated, forfeited, or surrendered in full or in part
- the bonus amount was in addition to the premiums you paid to the life insurance company or friendly society.

To update this label, we need the life insurance policy statement and bonus advice document or if it is from friendly society then we need friendly society policy statement and bonus advice document.

Income Label 23 - Forestry managed investment scheme income: If an individual invested in Forestry managed investment scheme and through that if the person receives an interest income, Harvest proceeds income & interest sells income should be reported in this income label.

For completing this income label, we need investment document along with interest, harvest receipts and sales receipts.

Income Label 24 – Other Income: Supplementary Income which can't been reported in the above labels those will be reported in this income label. Other income includes:

- an amount released by one or more of your superannuation funds greater than the liability stated on a release authority
- an assessable First home super saver (FHSS) released amount
- lump sum payments in arrears; do not include lump sum payments in arrears relating to superannuation income streams, show them at question **7**

- jury attendance fees
- foreign exchange gains
- Royalties
- bonus amounts distributed from friendly society income bonds
- taxable scholarships, bursaries, grants or other educational awards
- benefits or prizes from investment-related lotteries and some game-show winnings
- ATO Interest

For completing this label required specific documents or receipts based on income going to report. For example, ATO interest income we can use the ATO interest income summary from ATO portal as a supporting document.

Same for Royalties we can check the royalty income summary or royalty statement.

What are the documents to looks for every Deduction label

Deduction D1 - Work-related car expenses: This is where you claim deductions for car expenses that you incur in the course of your work, such as driving between different work locations, visiting clients or customers, or travelling for work-related training.

However, you cannot claim deductions for the costs of travelling between your home and your workplace, unless you have to carry bulky tools or equipment that you need for work and cannot leave at your workplace.

There are two methods to calculate deductions under D1. Two methods include:
Cents per kilometer method
Logbook method

We need business kilometers to calculate the above methods. (Business Kilometers are the kilometers the individual travelled in the car in the course of earning assessable.

Method 1 – Cents per kilometer

- ❖ Claim is based on a set rate for each business kilometer
- ❖ Taxpayer can claim a maximum of 5000 business kilometers per car, a year
- ❖ No written evidence is needed; however, the taxpayer should be able to show how they worked out the business kilometers.

Multiply the total business kilometers travelled (maximum of 5000 Km per car) by 78 cents, which is the rate for all cars.

Example:

Rachel had a car which she used to travel 300 Km in performing her job during 2022 - 2023. She claims a deduction of $234.

Cents

85 cents per kilometer for 2023 - 24

78 cents per kilometer for 2022 - 23

72 cents per kilometer for 2020 - 21 and 2021 – 22

Cent per Kilometre method

Method 2 - Logbook

- Claim is based on the business use percentage of the expenses for the car.
- Logbook method allows the taxpayer to claim a percentage of all the expenses that includes fuel, registration, maintenance, interest on loans etc.
- If using logbook method, it is important to keep all the receipts and invoices for the expenses incurred throughout the year

Vehicle Expenses include Running Cost such as Fuel ,Oil, Servicing, Registration, Insurance and Vehicle Depreciation.

Vehicle Expenses do not include the purchase cost of the car, Parking Tickets ,speeding and other Fines .

For example :

Rachel has spent fuel $1000 and for Registration $100 business use percentage 100 %
So, she can claim $1100.

Example of logbook below

	Date of Trip		Odometer Reading		Kilometres Travelled	Purpose of Trip	(Optional)		
	Began	Ended	Start	Finish			Driver Name	Date Entered	Signature
1	❶	❸	❸	❹	❺	❻	❼	❼	❼
2	25/2	25/2	365.00	36545	45	Conference	Tom Jones	25/3	

Deduction D2 - Work-related travel expenses: Here we claim travel expenses individual incur in performing your work as an employee. They include:

- public transport, air travel and taxi fares
- bridge and road tolls, parking fees and short-term car hire
- meal, accommodation and incidental expenses you incur while away overnight for work
- expenses for motorcycles and vehicles with a carrying capacity of one tonne or more, or 9 or more passengers, such as utility trucks and panel vans
- actual expenses, such as petrol, repair and maintenance costs, that you incur to travel in a car that is owned or leased by someone else.

For claiming this deduction, will be based on the invoices provided by the client. For example, if client travels then invoice of air ticket or taxi fare invoices also invoices/bills for meals & accommodation will be provided along with that.

Look those invoices are made for work related travel if not sure raise query with client to confirm before claiming as deduction.

Deduction D3 - Work-related clothing, laundry and dry-cleaning expenses: This is where you claim deductions for the cost of buying and cleaning certain clothes and items that you wear at work, such as uniforms, protective clothing, occupation-specific clothing or laundry.

You cannot claim the cost of purchasing or cleaning plain uniforms or clothes, such as black trousers, white shirts, suits or stockings, even if your employer requires you to wear them.

You need one of the below document, for claiming this deduction:

- receipts
- invoices
- other written evidence (such as diary records).

You must have written evidence or document for your laundry and dry-cleaning expenses if:

- in the case of laundry expenses, the amount of your claim is greater than $150, and
- your total claim for work-related expenses exceeds $300. The $300 does not include car and meal allowance, award transport payments allowance & travel allowance expenses.

Deduction D4 - Work-related self-education expenses: This is where you claim deductions for the cost of self-education courses or activities that are directly related to your current work, such as fees, textbooks, stationery, travel, or depreciation of equipment.

To claim a deduction for self-education expenses, you must be able to show that there is a close connection between the course and your work activities at that time.
You can claim a deduction if:
•the course maintained or improved a skill or specific knowledge required for your then current work activities, or
•you could show that the course was leading to, or was likely to lead to, increased income from your then current work activities.

You cannot claim a deduction for self-education if:
•the course relates only in a general way to your current employment or profession, or
•the course will enable you to get new employment.

You must need receipts for all self-education expenses incur, including:

•course fees

•Textbooks

•Stationery

•depreciating assets such as computers, laptops and office equipment

•transport and travel expenses.

If you are claiming a deduction for a depreciating asset that you have used for self-education, you must need:

•receipts or invoices that clearly show the cost of the depreciating asset and the date of purchase

Sample document

Invoice from University

THE UNIVERSITY OF MELBOURNE
ABN 84 002 705 224
Cricos Provider Code 00116K

Student Invoice

Tax Invoice

Student ID No	[redacted]
Date of Issue	[redacted]

This statement reflects your liability as at the Date of Issue.
Tuition and Student Services and Amenities fees do not attract GST.

Invoice Enquiries: + 613 - 8344 4772

View your details at https://my.unimelb.edu.au

[redacted]

OPTIONAL FEES & PAYMENTS (Only if you wish to pay Upfront)

The following amounts may be paid up to, but not after, the census/incurral date indicated.

Subject	Subject Name	Census/ Incurral Date	Study Period/EP	EFTSL	Fee Description	Amount ($)	Owing ($)
BUSA90060	Data Analysis	[redacted]	September	0.1250	MBS Tuition Fee	4,180.00	4,180.00
BUSA90193	Managerial Economics		September	0.1250	MBS Tuition Fee	4,180.00	4,180.00
BUSA90224	Managing People		October	0.1250	MBS Tuition Fee	4,180.00	4,180.00
					Optional Total ($)	12,540.00	12,540.00

Students eligible for FEE-HELP can only defer tuition fees up to the FEE-HELP limit, which is for all tuition fees deferred under the FEE-HELP scheme at any Australian institution from 2005. Students are responsible for managing their FEE-HELP usage and must pay upfront any tuition fees that would exceed the limit. Refer to http://studyassist.gov.au for further details regarding FEE-HELP.

Deduction D5 – Other work-related expenses: Here we need to claim any other work-related expenses you incurred as an employee and have not already claimed. These include:

- union fees and subscriptions to trade, business or professional associations
- overtime meal expenses
- professional seminars, courses, conferences and workshops
- reference books, technical journals and trade magazines
- the work-related portion of purchase of computer/laptop tools and equipment and professional libraries; you may be able to claim an immediate deduction for an item that cost $300 or less, otherwise, you claim a deduction for the decline in value of an item over its effective life based on depreciation percentage advised by ATO
- Work related portion of Internet & telephone expenses
- Home office expenses

For working from home expenses, you can choose one of the 2 methods mentioned below:

- Revised fixed rate method
- Actual cost method

Revised fixed rate method

Claim a rate of $0.67 per hour for each hour you worked from home. The revised fixed rate method can be used by multiple people working from home in the same house. You can choose to use this rate if you: Worked from home to fulfil your employment duties and not just carrying out minimal tasks such as occasionally checking emails or taking calls, Incurred additional running expenses as a result of working from home, Kept all the relevant records. The revised fixed rate method covers the following additional running expenses you incur from working at home :

- ❑ Energy expenses (electricity and/or gas) for lighting, heating/cooling and to run electronic items used for work
- ❑ Internet expenses
- ❑ Mobile and/or home phone expenses
- ❑ Stationery and computer consumables.

You can separately claim a deduction for the work-related portion of the decline in value of any depreciating assets that you used to work from home including office furniture, computers and laptops. You can also claim any other running expenses not covered by the rate per hour. You don't need a dedicated work area or separate home office to use this method.

What cannot be claimed?

You can't claim a separate deduction for any of these expenses if you use this method.

Note : You don't need a dedicated work area or separate home office to use this method. You must have a record of the actual number of hours you worked from home during the entire income year. This could be a timesheet, roster, a diary or any other document provided it is kept contemporaneously and records the hours you worked from home. If you did not keep records of the actual number of hours worked from home during the period from 1 July 2022 to 28 February 2023, you must have a representative record of the hours you worked from home during that period. You must also have at least one record for each of the expenses you incurred that the rate per hour includes, for example, if you incurred electricity and internet expenses, keep one bill for each expense.

Actual cost method:

Claim the actual work-related portion of all your running expenses, which you need to calculate on a reasonable basis. You can't claim a deduction for:

- Cost of entertainment, fines and penalties
- Private expenses, such as childcare expenses and fees paid to social clubs
- Coffee, tea, milk and other general household items your employer may otherwise have provided you with at work
- Costs related to children and their education including setting them up for online learning, teaching them at home or buying equipment such as iPads and desks
- Decline in value of items primarily for use in your employment if the item was provided to you by your employer, or some or all of the cost of the item was paid or reimbursed by your employer, and the benefit was exempt from fringe benefits tax. Items include laptops, portable printers, personal digital assistants, calculators, mobile phones, computer software, protective clothing, briefcases and tools of trade.

Sample data for deductions – D1 to D5

Car Calculations

40 weeks

	KM
Boxhill - Vermont	15
Vermont - ringwood	10
Narre Warren - Ringwood	30
Boxhill - Vermont	10
croydon to nunnawading	17
Perweek	82
Total 40 weeks	3280

Phone Calculations

Monthly Bill	$59
Annual	$708
% calls for work (nov bill 42 of 68 calls)	62%

Courses / Education

First Aid	$ 110.00
MetaFit	$ 349.00
Falls prevention	$ 85.00
Pregnant & Post Natal Training	$ 85.00

Subscriptions

Music @11.99 p/m 12 months	$ 143.88
Metafit @ 17.95 p/m 5 months	$ 89.75
Fitness Education VIP Membership 12 months	$ 477.27

Uniforms	Clothing	$ 200.00
	White Runners (Compulsary)	$ 115.32
Insurance		
	Exercise Professionals Liabilities Insurance	$ 140.04

Apple Ipad Purchase invoice – D5 Other work-related expenses

COMMERCIAL INVOICE

kogan.com

Bill To:

Order Date

Dispatch Date

Kogan HK Limited
CRN: 1659337
ABN 51 158 959 794
703 Silvercord, Tower 2,
30 Canton Road,
Tsimshatsui, Kowloon,
Hong Kong

Ship To:

Invoice Number
25468414

Reference
6GG6P2RC

Description	Quantity	Unit Price	Total
Apple iPad 2017 (128GB, Cellular, Grey) Serial Number: SF9FTM93WHLJL	1	$719.00	$719.00
Shipping (Kogan Hong Kong)	1	$9.00	$9.00

Membership fees invoice – D5 Other work-related expenses

Professionals Australia
ABN: 99 589 872 974

GPO Box 1272
Melbourne, Victoria 3001
www.professionalsaustralia.org.au

TAX INVOICE / RECEIPT

[redacted]

Receipt for Membership Fees

Membership Fees received in Financial Year ending [redacted]

DATE	AMOUNT
[redacted]	60.83
	60.83
	121.66
	60.83
	60.83
	60.83
	60.83
	60.83
	60.83
	60.87
	62.33
Total received (GST Inclusive):	**731.50**

Communication Workers Union
CWU

Postal & Telecommunications
Branch of Victoria
Division of the CEPU
ABN 30 490 675 447

PO Box 14
Brunswick West
Victoria 3055

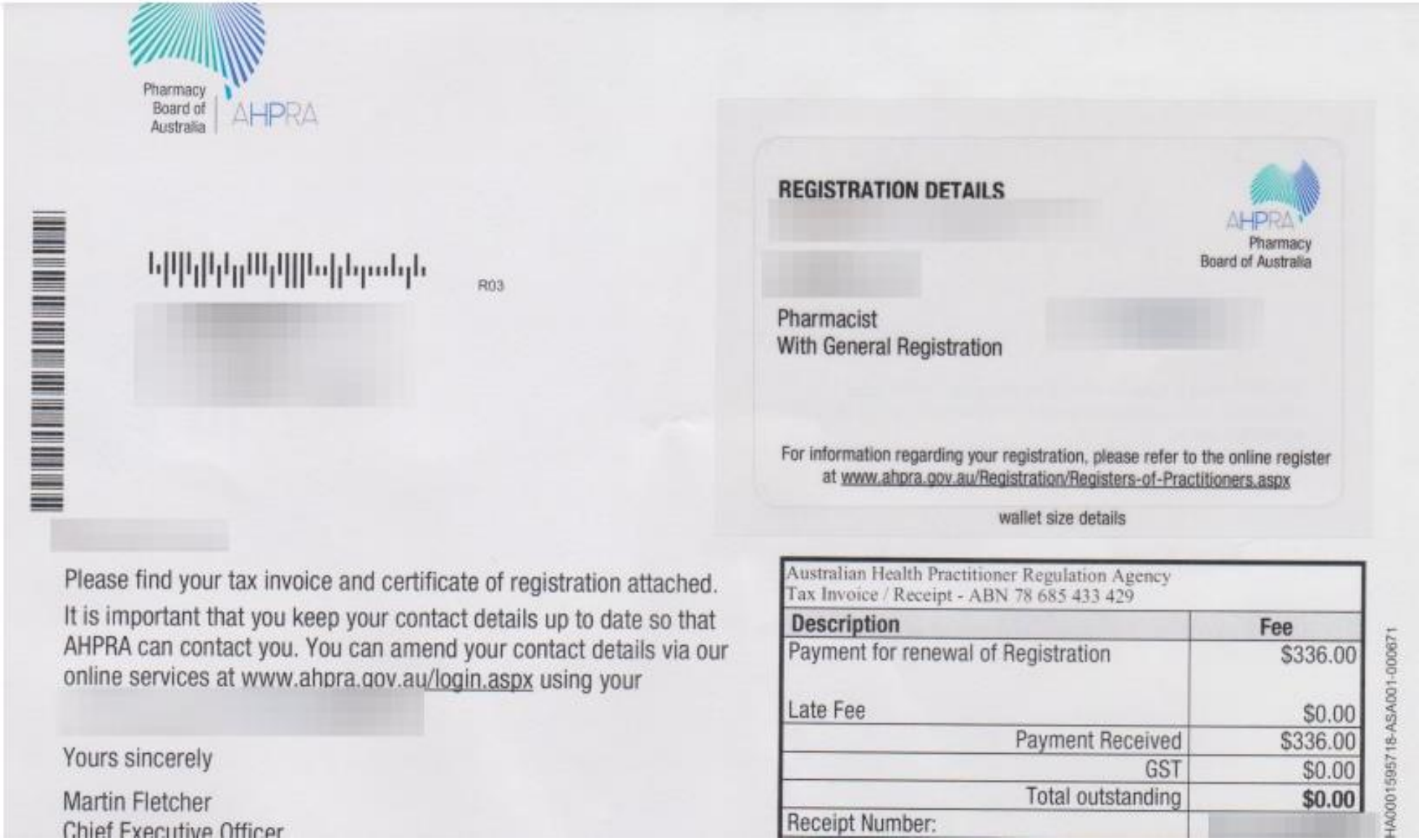
Ph: (03) 9387 0189
Fax: (03) 9387 3512
Web Site: www.cwuvic.asn.au
Email: office@cwuvic.asn.au

[redacted]

Membership No: [redacted]

Total CEPU contributions paid for the financial year [redacted] $483.60
(GST inclusive).

Registration fees invoice – D5 Other work-related expenses



Pharmacy Board of Australia | AHPRA

R03

[redacted]

REGISTRATION DETAILS

AHPRA Pharmacy Board of Australia

[redacted]

Pharmacist
With General Registration

[redacted]

For information regarding your registration, please refer to the online register at www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx

wallet size details

[redacted]

Please find your tax invoice and certificate of registration attached.

It is important that you keep your contact details up to date so that AHPRA can contact you. You can amend your contact details via our online services at www.ahpra.gov.au/login.aspx using your

[redacted]

Yours sincerely

Martin Fletcher
Chief Executive Officer

Australian Health Practitioner Regulation Agency
Tax Invoice / Receipt - ABN 78 685 433 429

Description	Fee
Payment for renewal of Registration	$336.00
Late Fee	$0.00
Payment Received	$336.00
GST	$0.00
Total outstanding	**$0.00**
Receipt Number:	[redacted]

HA/0001595718-ASA001-000671

Deduction D6 – Low value pool deduction: This is where you claim deductions for the decline in value of depreciating assets that cost less than $1,000 each or have an effective life of less than three years, and that you use to earn income from your work or business.

Low-value assets are depreciating assets that are not low-cost assets but which, on 1 July 2022, had an opening adjustable value of less than $1,000 under the diminishing value method.

You can claim the following assets as low value pool deduction:

- Assets used in your work as an employee, or
- Assets you use to gain rental income

What can't be claimed?

You Cannot claim the following assets as a low value pool deduction:

- Assets that you previously used the prime cost method on to claim deductions.
- Assets that cost $300 or less (you can claim these as an immediate deduction)
- Assets that have had amounts deducted from them under the simplified depreciation rules for small business entities.
- Horticultural plants
- Assets that have their primary use in your employment if it was provided, paid for, or partially reimbursed by your employer.

Example:

Lucy has bought a new printer for her home-based business that costs $899.

As the purchase price was less than $1,000, it's considered a low cost asset. Lucy has allocated this to the low value pool and evaluated that the printer has an effective life of three years.

Lucy intends to use the printer 80% for taxable purposes in the first year that she has it, 70% in the second, and 60% in the third. A reasonable estimate of the printer's taxable use percentage would be the average of the estimates. In this case, Lucy's printer estimate is 70%.

Deduction D7 - Interest deductions: Here we can claim Interest expenses incurred in earning interest from any source in Australia. This includes accounts and term deposits held with financial institutions in Australia.

Your interest expenses may include:

- bank or other financial institution account-keeping fees for accounts held for investment purposes
- management fees and fees for investment advice relating to changes in the mix of your investments
- interest you paid on money you borrowed to purchase income-producing investments.
- Show any expenses incurred in earning trust & partnership distributions at 13 Label X & Y item on your tax return
- Don’t show expenses incurred in earning foreign source interest at this label. Those will be considered at label 20 or D15 in tax return.

Loan Amount	Purpose	Deductible
$400,000	Investment Property	Yes - against rental income
$75,000	Shares	Yes - against dividend income
$25,000	Landscaping - main residence	No - private expense

The above are non-deductible as those will be claimed against respective income labels as mentioned in the table.

For this You will need your bank or financial institution statements or passbooks.

If you had any joint accounts or other interest-earning investments, show only your share of the joint expenses. This will be half if you held the account or investment equally with one other person.
Keep a record of how you worked out your proportion if you and the other investors or account holders did not share the expenses equally along with detailed investment summary

Deduction D8 – Dividend deductions: This is where you claim deductions for the expenses that you incur in earning dividend income from your investments, such as management fees, advice fees, or borrowing costs.

Show any expenses incurred in earning trust & partnership distributions at 13 Label X & Y item on your tax return

Don’t show expenses incurred in earning foreign source interest at this label. Those will be considered at label 20 or D15 in tax return.

If you borrowed money to purchase assets for your private use & income-producing investments, you can claim only the portion of the interest expenses relating to the income-producing investments.

If you were an Australian resident when a LIC paid you a dividend and the dividend included a LIC capital gain amount, you can claim a deduction of 50% of the LIC capital gain amount. The LIC capital gain amount will be shown separately on your dividend statement.

For dividend deductions we need to look for the documents like dividend investment summary and bank statements.
Also, if you earned any LIC capital gain amount then you will need your dividend statements showing any LIC capital gain amount.

Deduction D9 – Gifts or Donations: This is where you claim deductions for gifts or donations that you make to deductible gift recipients, such as registered charities, environmental organizations, or political parties.

To claim a deduction for gifts or donations you made, you need a receipt from an approved organization.
Your receipt will usually indicate whether or not you can claim a deduction for the gift.

If receipt is not available, please do an ABN lookup and check the ‘Deductible Gift Recipient’ status before claiming any donation or gift under D9. If you were not provided any invoices and not sure about the ABN & DGR status of the donation made, then please raise query with client to verify before claiming.

Charity tax concession status

AUSTRALIAN COMMITTEE FOR UNICEF LIMITED is a Public Benevolent Institution endorsed to access the following tax concession:

Tax concession	From
FBT Exemption	01 Jul 2020
GST Concession	01 Jul 2005
Income Tax Exemption	01 Jul 2000

Deductible gift recipient status

AUSTRALIAN COMMITTEE FOR UNICEF LIMITED is endorsed as a Deductible Gift Recipient (DGR) from **01 Jul 2020** . It is covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

AUSTRALIAN COMMITTEE FOR UNICEF LIMITED operates the following funds, authorities or institutions. Gifts to these funds, authorities or institutions may be deductible.

Fund, authority or institution name	DGR Item	From	To
UNITED NATIONS CHILDREN'S FUND	Item 1	01 Jul 2000	(current)

Important

Please read Deductible Gift Recipient (DGR) information before making a gift.

Australian Government
Australian Business Register
ABN Lookup

Sample Donation invoice

Black Dog Institute
ABN 12 115 954 197
Hospital Road, Randwick, NSW 2031
Black Dog Institute
(02) 9382 4530
onefootforward@blackdog.org.au

Black Dog Institute | One Foot Forward

9th October 2022

Donation Receipt #DON-OFF[redacted]

Donor Details

[redacted]

Donation Details

Qty	Item	Sub Total
1	Donation	$50.00

Total	$50.00
Payment Method	Credit Card

The Black Dog Institute is endorsed by the ATO as a Deductible Gift Recipient and gifts over $2 are tax-deductible. To comply with taxation and charitable fundraising requirements, the information recorded on this receipt is maintained in the Black Dog Institute database. Your privacy is important to us and your personal information will not be shared with other organisations. Please contact us or visit our website www.blackdoginstitute.org.au for our Privacy Policy.

Deduction D10 – Cost of managing tax affairs: This is where you claim deductions for the expenses that you incur in managing your tax affairs, such as fees for preparing and lodging your tax return & fees for obtaining tax advice.

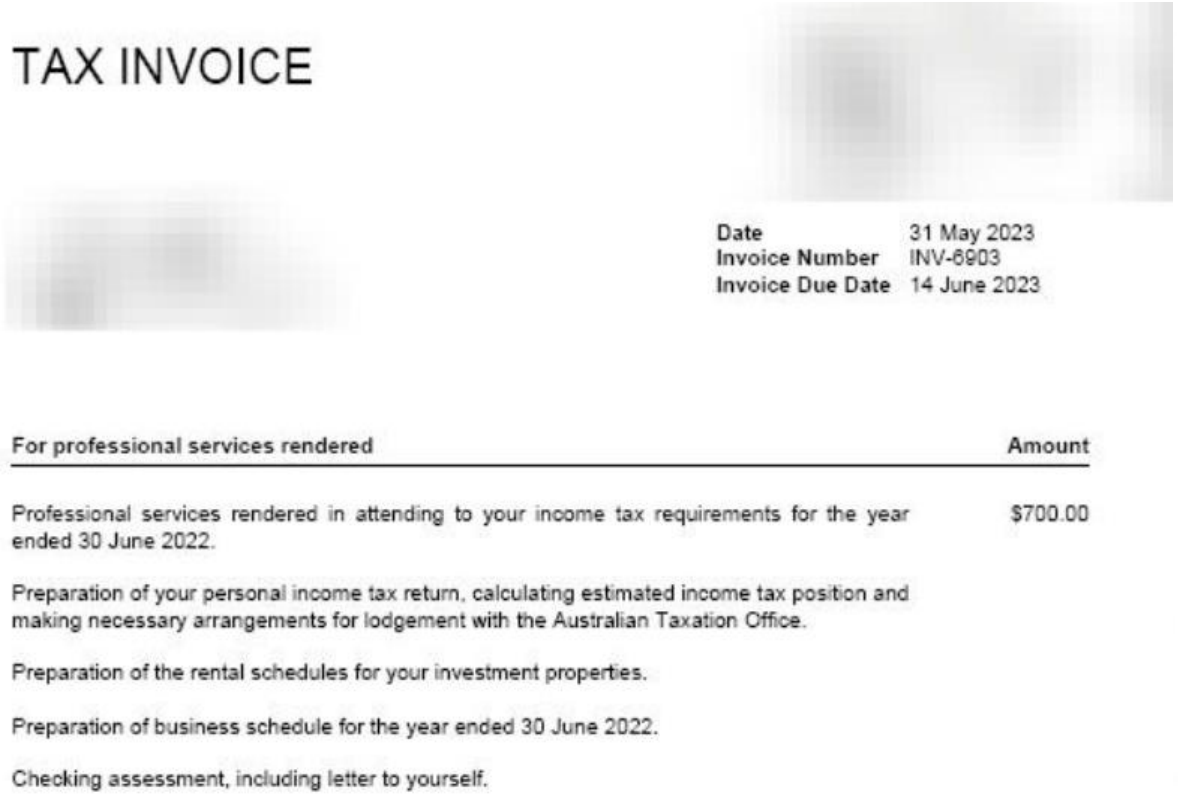
You can claim a deduction for an interest charge that ATO imposed on you for:
•the late payment of taxes and penalties
•the amount of any increase in your tax liability because of an amendment to your assessment
•the amount of any increase in other tax liabilities, such as GST or PAYG amounts.
You can claim amounts that ATO imposed on you for underestimating a varied GST or PAYG instalment.

You can claim a deduction for the litigation costs you incurred in managing your tax affairs. Litigation costs include:
•court fees
•Administrative Appeals Tribunal fees
•solicitor, barrister and other legal costs.

You cannot claim for the cost of tax advice given by a person who is not a recognized tax adviser.

You cannot claim tax shortfall and other penalties for failing to meet your obligations.

You cannot claim for judgment debt interest that you had to pay because of a court case involving your tax affairs.



TAX INVOICE

Date 31 May 2023
Invoice Number INV-6903
Invoice Due Date 14 June 2023

For professional services rendered	Amount
Professional services rendered in attending to your income tax requirements for the year ended 30 June 2022.	$700.00
Preparation of your personal income tax return, calculating estimated income tax position and making necessary arrangements for lodgement with the Australian Taxation Office.	
Preparation of the rental schedules for your investment properties.	
Preparation of business schedule for the year ended 30 June 2022.	
Checking assessment, including letter to yourself.	



For professional services rendered	Amount
Professional services rendered in attending to your income tax requirements for the year ended 30 June 2022.	$700.00
Preparation of your personal income tax return, calculating estimated income tax position and making necessary arrangements for lodgement with the Australian Taxation Office.	
Preparation of the rental schedules for your investment properties.	
Preparation of business schedule for the year ended 30 June 2022.	
Checking assessment, including letter to yourself.	
[Time cost over $900]	
Email correspondence with you in regards to your PAYG Instalment, lodging notice of intent to claim super deduction and calculating childcare subsidy.	$200.00
Subtotal	$900.00
GST	$90.00
Less Amount Paid	990.00

Deduction D11 - Deductible amount of undeducted purchase price of a foreign pension or annuity: If you showed income from a foreign pension or annuity at question 20 – label D in your tax return, you may be entitled to claim a deduction to reduce the taxable amount of the pension or annuity income if your pension or annuity has a undeducted purchase price (UPP). Only some foreign pensions and annuities have a UPP.

The UPP is the amount you contributed towards the purchase price of your pension or annuity (your personal contributions).

That part of your annual pension or annuity income which represents a return to you of your personal contributions is free from tax.

This tax-free portion is called the deductible amount of the UPP, and it is usually calculated by dividing the UPP of your pension or annuity by a life expectancy factor, according to life expectancy statistics.

For claiming this deduction, we need to get the pension document from respective fund (Client will provide their pension fund document.)

Deduction D12 - Personal superannuation contributions: You may be able to claim a deduction for personal superannuation contributions that you made to your superannuation fund or RSA provider from your after-tax income, for example, from your bank account directly to your superannuation fund.

You **cannot** claim a deduction for superannuation contributions paid by your employer directly to your superannuation fund or RSA provider from your **before-tax** income such as:

- the compulsory superannuation guarantee
- salary sacrifice amounts
- reportable employer superannuation contributions shown on your annual payment summary.

- For claiming this deduction client will provide ‘Notice of intent to claim’ document in that there will details for claimable deduction along with fund name, fund ABN or TFN and account number based on that we can update those details in the tax return.

Supporting check for D12 shown above - Pre-filling Report

2022-23 PERSONAL SUPERANNUATION CONTRIBUTION DEDUCTIONS as at 9 August 2023

To claim this deduction your client must have

- made personal (after tax) contributions to their complying super fund or retirement savings account (RSA) during the 2022-23 income year,
- provided their super fund or RSA provider with a valid notice of intent to claim a deduction,
- received an acknowledgement from their fund or RSA provider, and
- met the age restrictions and work test (https://www.ato.gov.au/PrefillPSCDAgeRestriction) conditions (a change from 1 July 2022 may impact your client if they are between 67 and 75 years old).

If this deduction is claimed without meeting the above eligibility rules, your clients deduction may be disallowed.

Member Account Number:

Provider name: AUSTRALIANSUPER

Provider ABN:

Description	Yes/No	Income	Label
Was the fund provided with a NOI to claim a deduction for PSCD and an acknowledgement was received?	Yes		D12
Total Superannuation Contributions Claimed on NOI		$15,000.00	D12

Deduction D13 - Deduction for project pool: You may be able to claim a deduction at this item for capital expenditure allocated to a project pool for a project you:

- operated in 2022–23 for a taxable purpose

- carried on, or proposed to carry on, for a taxable purpose which was abandoned, sold or otherwise disposed of in 2022–23, before or after it started to operate.

You cannot claim a deduction at this question for:

- private or domestic expenditure such as the cost of constructing a driveway at your home

- capital expenditure directly connected with a project undertaken in carrying on a business.

For claiming this deduction, we will be having invoice or document from the respective projects.

Deduction D14 - Forestry managed investment scheme deduction: You may be able to claim a deduction at this question for payments made to an FMIS if you:

- currently hold a forestry interest in an FMIS, or held a forestry interest in an FMIS during the income year
- have paid an amount to a forestry manager of an FMIS under a formal agreement.

You can only claim a deduction at this item if the forestry manager has advised you that the FMIS satisfies the 70% direct forestry expenditure rule in Division 394 of the Income Tax Assessment Act 1997.

If you are an initial participant, you cannot claim a deduction if you disposed of your forestry interest in an FMIS within 4 years after the end of the income year in which you first made a payment.

For this we need to get investment scheme summary for claiming this deduction.

Deduction D15 - Other deductions: Here we can claim expenses that you haven't been able to claim at D1 to D14 or elsewhere in your tax return.

Expenses you may be entitled to claim:

- election expenses for local, territory, state or federal candidates
- income protection, sickness and accident insurance premiums
- foreign exchange losses
- expenses related to income you earned from the sharing economy or other marketplace which is not derived from carrying on a business or as an employee of the digital platform
- debt deductions incurred in earning assessable income that are not disallowed under the thin capitalization rules and have not been claimed elsewhere
- debt deductions incurred in earning certain foreign non-assessable non-exempt income that are not disallowed under the thin capitalization rules

Sample document for Income protection insurance



MLC

LIFE INSURANCE

11 August 2023

563831-001 001256(3537) R H1

Policy number

Product Name
MLC Protection - Income Gold 13

Your 2022/23 payments summary

Dear

To help you with your tax return, we confirm you have made the following payments for the 2022/23 financial year.

Payment Summary

Policy number	
Policy/Benefit Type	**Income Protection**
Total Premiums Paid	**$6649.22**
Portion of premiums that is deductible	**$4820.69**

We recommend you speak with a registered tax agent to determine how this impacts your personal tax obligations.