



2021 Sole Trader Individual Tax Checklist

To assist us in preparing your income tax return in accordance with Australian Taxation Office requirements, please provide supporting documentation to substantiate all your claims including copies of receipts, tax invoices, bank statements, payment summaries, contracts, agreements and other relevant correspondence.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. In particular, this applies to PAYG Payment Summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies.

In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

****DELIVERY UPON COMPLETION****

(Please tick preferred delivery method upon completion of your income tax return)

- Email to me (only applicable to clients who email or use dropbox to send their tax information in to us)
(Email or dropbox to advice@baggetta.com.au Please use dropbox if your email and attachments are 10MB or more)
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

PERSONAL DETAILS

MR/MRS/MS/MISS (please indicate)

First Name/s: _____ Surname: _____

Residential Address: _____

Business Address (if different to Residential Address): _____

Preferred Postal Address: _____

Email Address: _____

Mobile: _____ Work: _____ Home: _____

Trading Name (if applicable): _____

ABN: _____ Are you registered for GST? NO YES

Business Activity Description: _____

- Did you have your business data on a bookkeeping software package?
 - NO. Go to next question
 - YES. Please provide:
 - Data file (if applicable)
 - Name of Software: _____ Version: _____
 - Login ID (if applicable): _____
 - Password (if applicable): _____

- Please provide the following documentation:
 - Copy of ALL business bank account statements covering the period
1 July 2020 to 30 June 2021 inclusive
 - Copy of ALL business credit card statements covering the period
1 July 2020 to 30 June 2021 inclusive

- Did you have any business loans?
 - NO. Go to next question
 - YES. Please provide
 - Copy of ALL business loan statements covering the period
1 July 2020 to 30 June 2021
 - Loan #1: Reason for Loan is to _____
Business/investment portion of Loan : _____ %
 - Loan #2: Reason for Loan is to _____
Business/investment portion of Loan : _____ %

- Did you employ staff?
 - NO. Go to next question
 - YES. Please provide
 - Copy of PAYG Payment Summaries issued
 - Copy of Annual PAYG Payment Summary Statement

- Did you buy, lease or hire any business assets between 1 July 2020 to 30 June 2021?
 - NO. Go to next question
 - YES. Please provide
 - Purchase contract, and/or
 - Invoice/receipts

- Did you sell or scrap any business assets between 1 July 2020 to 30 June 2021?

NO. Go to next question

YES. Please provide

Sale contract, and complete the table below

Date Sold/Scrapped	Asset Number	Asset Description	Amount Received (if any)
1.			\$
2.			\$
3.			\$
4.			\$

- Did you have any stock on hand at 30 June 2021?

NO. Go to next question

YES. Please complete the following

- Stock on Hand as at 30 June 2021 \$ _____

- Did you write off any bad debts?

NO. Go to next question

YES. Please complete the following

Name of Debtor	Amount written off
1.	\$
2.	\$
3.	\$
4.	\$

- Did you use a motor vehicle for ***business*** related purposes?

NO. Go to next question

YES. Please select method of claim

Business kms travelled: _____ km,

- Make & Model of Motor Vehicle: _____

OR

Logbook method. Please complete:

MV logbook form provided

(if you do not have one, please call baggetta & co)

- Did you have any debtors (i.e people who owe you money) as at 30 June 2021?

- NO. Go to next question
- YES. Please complete the following

Name of Debtor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

- Did you have any creditors (i.e people you owe money to) as at 30 June 2021?

- NO. Go to next question
- YES. Please complete the following

Name of Creditor	Amount outstanding (including GST)
1.	\$
2.	\$
3.	\$
4.	\$

1. DO YOU HAVE A SPOUSE (MARRIED OR DE FACTO)?

- NO. Go to question 2
- YES. If Yes, are we preparing their tax return
 - NO. Please complete SPOUSE DETAILS below
 - YES. Go to question 2

SPOUSE DETAILS

MR/MRS/MS/MISS (please indicate)

First Name/s: _____ Surname: _____

Spouse's Date of Birth: _____

Spouse's Taxable Income: _____

Spouse's Reportable Fringe Benefits Amount (if any): _____

Spouse's Reportable Superannuation Contributions (if any): _____

Spouse's Share of Net Investment Loss including Rental Loss (if any): _____

2. DO YOU HAVE DEPENDENT CHILDREN?

NO. Go to INCOME

YES. If Yes, please complete CHILD DEPENDENT DETAILS below

CHILD DEPENDENT DETAILS

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

Name of child dependent: _____ Date of Birth: ___/___/___

INCOME

1. Did you receive salary or wages?

NO. Go to question 2

YES. If Yes, please provide

PAYG Payment Summary

Occupation description: _____

2. Were you part of an employee share scheme?

NO. Go to question 3

YES. If Yes, please provide

Employee share scheme statement

3. Did you receive any payments from Centrelink?

NO. Go to question 4

YES. If Yes, please provide

PAYG Payment Summary

4. Did you receive any pension payments from a Super Fund including a Self Managed Super Fund?

NO. Go to question 5

YES. If Yes, please provide

PAYG Payment Summary

5. Did you receive any lump sum or termination payments?

NO. Go to question 6

YES. If Yes, please provide

ETP PAYG Summary

6. Did you receive any bank interest? NO. Go to question 7
 YES. If Yes, please provide
 Annual bank summary statement
7. Did you receive any dividends from shares you owned? NO. Go to question 8
 YES. If Yes, please provide
 Dividend statements including dividends reinvestments
8. Did you receive any partnership or trust distributions? NO. Go to question 9
 YES. If Yes, please provide
 Annual tax summary statement (if applicable)
 Annual distribution statement (if applicable)
9. Did you sell any shares? NO. Go to question 10
 YES. If Yes, please complete form below
 Capital gains tax checklist
(if you do not have one, please call baggetta & co)
10. Did you receive rental income? NO. Go to question 11
 YES. If Yes, please complete form below
 Rental checklist
(if you do not have one, please call baggetta & co)
11. Did you sell your rental property? NO. Go to question 12
 YES. If Yes, please provide
 FINAL settlement statement of sale
12. Did you receive any foreign income? NO. Go to question 13
 YES. If Yes, please provide
 PAYG Payment Summary, and/or
 Any other supporting documentation

13. Did you receive any other income not mentioned above?

- NO. Go to DEDUCTIONS
- YES. If Yes, please provide
 - Supporting documentation

DEDUCTIONS

1. Did you use your car for **work** related purposes?

(Note: This is separate to using your car in your sole trading business. Please note this excludes Home to Work travel)

- NO. Go to question 2
- YES. If Yes, please select method of claim
 - Work kms travelled: _____ km,
Make & Model of Motor Vehicle: _____
 - OR
 - Logbook method. Please complete form below
 - MV logbook form
(if you do not have one, please call baggetta & co)

2. Did you have to travel overseas or interstate for work?

- NO. Go to question 3
- YES. If Yes, please complete form below
 - Work related travel form
(if you do not have one, please call baggetta & co)

3. Did you have to wear a uniform with your company logo/name and/or protective clothing?

- NO. Go to question 4
- YES. If Yes, please complete ONE of the following:
 - Where ONLY the work clothes is washed each time
(ATO allows \$1 per load):
_____ loads/wk x _____ weeks
 - Where both private clothes and work clothes are washed together *(ATO allows \$0.50 per load):*
_____ loads/wk x _____ weeks

4. Did you purchase any protective clothing and/or footwear?

- NO. Go to question 5
- YES. If Yes, please provide
 - Receipts for items purchased (eg. Steel capped boots, gloves etc.)

5. Did you undertake any study that would maintain or improve a skill required for your current work?
- NO. Go to question 6
- YES. If Yes, please provide
- Receipts for items purchased (eg. Textbooks, stationery, course fees etc.)
6. Did you have any other work related expenses?
- NO. Go to question 7
- YES. If Yes, please indicate below and provide supporting documentation
- Union fees
- Trade/professional subscriptions
- Seminars, courses, conferences, workshops
- Books, technical journals
- Tools and equipment
- Mobile phone use** Please complete form below
- Home internet use** Please complete form below
- Home telephone use** Please complete form below
- Home office claim** Please complete form below
- Home office, mobile phone, internet and home phone expenses claim form
(if you do not have one, please call baggetta & co)
- Home office claim (COVID-19 related between 1 March 2020 to 30 June 2021)
** Please complete form below
- COVID-19 Working from home claim form
(if you do not have one, please call baggetta & co)
- **Please ensure you have a diary that can substantiate your work use over a 4-week representative period (this needs to be maintained each year a claim is made)*
7. Did you make a donation of \$2 or more to an approved charity?
- NO. Go to question 8
- YES. Please provide
- Receipts
8. Did you pay someone other than baggetta & co to prepare your tax return last year?
- NO. Go to question 9
- YES. If Yes, please provide
- Invoice from other tax agent/accountant

9. Did you have a loan for your investments? NO. Go to question 10
 YES. If Yes, please provide
 Loan statements
10. Did you make any personal superannuation contributions?
(Note: Superannuation that has been salary packaged/sacrificed through an employer DOES NOT qualify for this deduction) NO. Go to question 11
 YES. If Yes, did you provide your superfund with a notice of intent to claim the deduction?
 NO. Go to question 11
 YES. Please provide the written acknowledgement statement from your fund
11. Did you have income protection insurance? NO. Go to TAX OFFSETS
 YES. If Yes, was it paid out of your superfund?
 NO. Please provide the Annual statement of claim from your insurance provider
 YES. Go to TAX OFFSETS

TAX OFFSETS

1. Is your **usual place of residence** (i.e. do you LIVE) in a prescribed REMOTE area of Australia?
 NO. Go to MEDICARE LEVY SURCHARGE
 YES. If Yes, please complete below
 - Location: _____

MEDICARE LEVY SURCHARGE

1. Did you and your dependants* have private hospital cover? NO. Go to OTHER INFORMATION
 YES.

*For Medicare levy purposes, a dependant is:

- a resident spouse even if they worked and had their own income (including de-facto and same sex couples)
- a resident child under 21 years old
- a resident child, aged 21 to 24 years old, FULL TIME student at school, college or university

OTHER INFORMATION

- 1. Did you pay child support during the period 1 July 2020 to 30 June 2021?
 - NO. Go to question 2
 - YES. If Yes, please provide
 - Amount of child support paid \$_____

- 2. Did you receive the NRAS* Tax Offset?
 - NO. Go to question 3
 - YES. If Yes, please provide
 - Statement showing the NRAS tax offset amount

- 3. Do you have a current HECS/HELP or SSFS Debt?
 - NO. Please sign declaration below
 - YES. If Yes, please provide
 - HECS/HELP/SSFS Statement/s from the ATO

NEW CLIENTS ONLY

Please provide the following information:

- Date of Birth: _____
- Tax File Number: _____
- Photo Identification: Provided

Please also provide a copy of the following:

1. 2020 Individual Tax Return	<input type="checkbox"/> Provided	
2. 2020 Sole Trader Financials (if applicable)	<input type="checkbox"/> Provided	<input type="checkbox"/> NA
3. Loan contracts for existing loans (if applicable)	<input type="checkbox"/> Provided	<input type="checkbox"/> NA

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare my 2021 income tax return.

I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Taxpayer

.....
Name (print)