

2009/2010 Year-end Checklist for Individuals

Please read this checklist and contact our office if you have any queries

Tax rates for the 2009/10 year

The tax rates for resident individual taxpayers for the 2009/2010 financial year are as follows:

Income threshold	Tax payable
0 - \$6,000	Nil
\$6,001-\$35,000	Nil + 15% on excess over \$6,000
\$35,001-\$80,000	\$4,350 + 30% on excess over \$34,000
\$80,001-\$180,000	\$17,850 + 38% on excess over \$80,000
\$180,001 and over	\$55,850 + 45% on excess over \$180,000

Note: *The Medicare levy of 1.5% is in addition to these rates.*

Common work-related claims made by individuals

We trust you will find the following information and checklists helpful when preparing your information to complete your 2010 tax return with us this year:

1. Depreciable plant, etc, costing \$300 or less

Salary and wage earners and rental property owners will be entitled to an immediate deduction for plant costing up to \$300 purchased between 1 July 2009 & 30 June 2010.

Eligible items include:

- ◇ fax machines
- ◇ beepers and pagers
- ◇ books and trade journals
- ◇ briefcases/luggage or suitcases
- ◇ calculators, electronic organisers
- ◇ software
- ◇ stationery
- ◇ tools of trade

Assets costing more than \$300 will need to be depreciated. Please bring your receipts, where possible, as we need the actual date of purchase to calculate the depreciation you can claim.

2. Clothing expenses

Purchased for work-related clothing expenses prior to 30 June 2010, such as:

- ◇ compulsory, non-compulsory (and registered), occupation specific and protective clothing eg overalls, embroidered garments or distinctive clothing such as chefs outfits & aprons;
- ◇ other expenses associated with such work-related clothing such as dry cleaning, laundry and repair expenses.

3. Self education expenses

Self education costs paid by 30 June 2010:

- ◇ course fees (but not HECS-HELP fees), student union fees, and tutorial fees;
- ◇ interest on borrowings used to pay for any deductible self education expenses.
- ◇ Stationery, text books & computer related costs.

4. Other work-related expenses

Employees can prepay any of the following expenses prior to 1 July 2010:

- ◇ union fees;
- ◇ subscriptions to trade, professional or business associations;
- ◇ magazine and newspaper subscriptions (note most newspaper subs need to be apportioned between private & business or study);
- ◇ seminars and conferences;
- ◇ income protection insurance

Note: *When prepaying any of the expenses above before 1 July 2010, ensure that any services are provided within 12 months of the payment and before 1 July 2011. Otherwise, the deductions must be claimed over the period of the prepayment.*

Information Required

We will need you to bring information to assist us in preparing your income tax return.

Please check the following and bring along payment summaries, statements, accounts, receipts, etc., to help us prepare the return. It is a great idea to summarise your expenses as well as this saves time.

- ◇ Income/Receipts
- ◇ payment summaries for salary and wages;
- ◇ lump sum and termination payments;
- ◇ Government pensions and allowances;
- ◇ other pensions and/or annuities;
- ◇ allowances (e.g., entertainment, car, tools);
- ◇ interest income, dividends & managed fund statements;
- ◇ details of any assets sold that were either used for income earning purposes or which may be caught by capital gains tax.

Deductions (in addition to those mentioned above):

- ◇ motor vehicle expenses. Remember finance & car yard documents if you changed vehicles;
- ◇ bank charges on interest earning accounts;
- ◇ bridge/road tolls (work/business related);
- ◇ car parking (work/business related);
- ◇ conventions, conferences and seminars;
- ◇ cost of tools, business equipment, incl. portion of home computer;
- ◇ gifts or donations;
- ◇ home office running expenses:
 - cleaning
 - cooling, heating and lighting (no of hours spend in office working)
 - internet
 - telephone;

- ◇ interest and dividend deductions:
 - account keeping fees
 - ongoing management fees
 - interest on borrowings to acquire shares
 - investment advice
- ◇ interest on loans to purchase equipment or income earning investments;
- ◇ motor vehicle expenses (business);
- ◇ overtime meal allowances;
- ◇ superannuation contributions;
- ◇ sun protection items;
- ◇ accounting fees;
- ◇ telephone expenses (work/business);
- ◇ Out of pocket medical expenses (bring your Medicare tax statement & health fund gap report)
- ◇ Health fund end of year tax statement
- ◇ Education expenses for your children for
 - Computer Expenses
 - Internet costs
 - Stationery and text books
 - Tools of trade

Rental Properties

Income, number of weeks rented or date range rented

expenses – including:

- ◇ advertising
- ◇ council/water rates
- ◇ insurance
- ◇ interest
- ◇ land tax
- ◇ management fees
- ◇ repairs and maintenance
- ◇ telephone expenses
- ◇ travelling to inspect property
- ◇ pest control