

2021 Individual Income Tax Return

| Details | | | |
|---|--|---|--|
| Name | | | |
| Home Address | | | |
| Postal Address | | | |
| Your TFN | | Date of Birth | |
| Mobile | | | |
| Bank Details | | | |
| Account Name: | | Bank Name | |
| BSB | | Account Number | |
| Employment | | | |
| <i>Please note: Your Income Summaries from employers will be available from MyGov</i> | | Current Occupation | |
| Other Income | | | |
| Did you have any other income during this period? | | <i>If yes, please provide a description and provide details regarding the other income.</i> | |
| Income | | Other Income Deductions | |
| Did you buy or sell any investment assets such as: Property, shares or Crypto? | | | |
| Deductions | | | |
| Number of Work KM's Travelled | | Number of Hours spent working from home | |
| Taxi/Uber Fares | | Conference/Seminars | |
| Domestic/International travel | | Computers & Software | |
| Compulsory uniform | | Tools & Equipment | |
| Work-related clothing | | Union Fees | |
| Protective clothing | | Journals & Subscriptions | |
| Occupation specific clothing | | Income Protection | |
| Dry cleaning expenses | | Reference Materials | |
| Course Fees | | Donations | |
| Internet | | Other Expenses | |
| Telephone/Mobile Phone | | | |
| Stationary | | | |
| Home office expenses | | | |

| Depreciable Expenses – Items Over \$300 | | |
|---|------|----------------|
| Item | Cost | Business Use % |
| | | |
| | | |
| | | |
| | | |
| | | |

I further confirm that:

- I. I am aware of the procedures to follow if a document is lost or destroyed.
- II. I may be required to verify any income or expense item noted in my return in the event of an ATO audit.
- III. I understand the Substantiation schedules I completed for all work, car and travel expense claims under self-assessment.
- IV. I understand that, for the purposes of obtaining “safe harbour” protection, it remains my responsibility to properly record matters relating to my tax affairs and to bring all of the relevant facts to your attention in order to show reasonable care; and
- V. I declare that:
 - a. I have disclosed, and you have returned, all of the income including net capital gains which I have earned/received, for the 2021 income year.
 - b. All income declared, claims for deductions and tax offsets/rebates included in my return are based on my specific instructions and advice that I satisfy the relevant taxation requirements.
 - c. I have all receipts or documentation necessary to substantiate the above claims and I will make them available if required by the Tax Office; and
 - d. You have clarified what written evidence (including car/travel records) will be required during an audit and penalties, (including prosecution) that may be applied if incorrect claims are identified in an audit situation.
 - e. I am aware of my land tax responsibilities and will be held accountable for all necessary registration and lodgement requirements.

X

Taxpayer