

Individual tax return instructions 2021

To help you complete your tax return
1 July 2020 – 30 June 2021

myTax

**Find out
more inside**

OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it is either misleading or turns out to be incorrect and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, you must pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If correcting the mistake means we owe you money, we will pay it and pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further help from us.

We have a Taxpayers' Charter which will help you understand what you can expect from us, your rights and obligations and what you can do if you are not satisfied with our decisions, services or actions. For more information, go to ato.gov.au and search for 'Taxpayers' Charter – helping you to get things right'.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information at ato.gov.au or contact us.

This publication was current at **June 2021**.

FOREWORD

Individual tax return instructions 2021 is a guide that shows you how to fill in your 2021 tax return correctly. For most people, it covers all you need to fill in your tax return, but the more technical and less commonly used information is available at ato.gov.au/instructions2021

If you have internet access, try lodging online with *myTax*. It's the quick and easy way to lodge. *myTax* is web-based, so you don't need to download anything and you can lodge your tax return on any device – computer, smartphone or tablet. If you lodge online, we generally issue your refund within two weeks, and if you think you made a mistake or forgot to include something in your tax return you can amend it online using your myGov account. To find out more about lodging online, go to ato.gov.au/lodgeonline

You can find our most popular calculators and tools listed on our website at ato.gov.au/calculators. Our website also has information about work-related expenses, occupations, rental properties and much more to help you complete your tax return.

At the back of this guide you will find more details about our website, publications to help you complete your tax return, and how to contact us.

If you do your best to complete your tax return correctly, whether through *myTax* or on paper, you will not be subject to penalties if you get things wrong. All you need to do is take reasonable steps to ensure that the information you provide is as complete and accurate as possible.



Take control of your tax and super with the ATO app

Our free ATO app makes it simple and easy to manage your tax and super affairs on the go:

- Follow your tax return from start to finish – check available prefill information before you lodge and easily track the progress and outcome of your return
- Keep your tax records in one place using myDeductions
- View all your super funds, including any you have lost track of, or forgotten about
- Access useful tools and calculators

Find out more at ato.gov.au/app

A myGov account linked to the ATO is required for a personalised tax and super experience.



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Australian Government
Australian Taxation Office

Completing your tax return is easier online with myTax

Easy – We'll fill out your tax return with information as it's reported by employers, banks, government agencies, health funds and other third parties.

Fast – You'll get your refund faster, generally within two weeks.

Secure – Your information is protected.

Remember, you can also lodge with a registered tax agent.

Find out more at ato.gov.au/lodgeonline



Join millions of Australians and lodge
your tax return with myTax

Will you need *Individual tax return instructions supplement 2021*?

Individual tax return instructions supplement 2021 contains questions that are not included in *Individual tax return instructions 2021*. Check the list below to see whether you need it to complete your tax return.

INCOME

- 13** Income from partnerships and trusts*
- 14** Personal services income*
- 15** Net income or loss from business*
- 16** Deferred non-commercial business losses*
- 17** Net farm management deposits or repayments
- 18** Capital gains (from all sources including shares, real estate and other property)
- 19** Foreign entities
- 20** Foreign source income and foreign assets or property, including foreign source pension or annuity
- 21** Rent
- 22** Bonuses from life insurance companies and friendly societies
- 23** Forestry managed investment scheme income
- 24** Other income (income not listed elsewhere)

* If you were a partner in a partnership that made a loss, or you are required to complete income questions **14**, **15** or **16**, you should lodge your tax return using *myTax* or a registered tax agent.

If you are unable to use *myTax* or a registered tax agent, contact us on **13 28 66** and we will mail you a paper tax return and Business and professional items schedule.

DEDUCTIONS

- D11** Deductible amount of undeducted purchase price of a foreign pension or annuity
- D12** Personal superannuation contributions
- D13** Deduction for project pool
- D14** Forestry managed investment scheme deduction
- D15** Other deductions – that is, deductions not claimable at items **D1** to **D14** or elsewhere on your tax return

TAX OFFSETS

- T3** Superannuation contributions on behalf of your spouse
- T4** Zone or overseas forces
- T5** Invalid and invalid carer
- T6** Landcare and water facility
- T7** Early stage venture capital limited partnership
- T8** Early stage investor
- T9** Other refundable tax offsets

ADJUSTMENT

- A5** Amount on which family trust distribution tax has been paid

CREDIT FOR INTEREST ON TAX PAID

- C1** Credit for interest on early tax payments

HOW TO GET *INDIVIDUAL TAX RETURN INSTRUCTIONS SUPPLEMENT 2021*

Individual tax return instructions supplement 2021 is only available online at ato.gov.au/instructions2021

You can still get a copy of the *Tax return for individuals (supplementary section) 2021* tax return form from our Publications Distribution Service (see inside back cover).

What's new this year?

COVID-19 MEASURES AND SUPPORT

Specific measures and support are available for individuals impacted by COVID-19 including:

- JobKeeper payments for eligible employees
- early access to superannuation which is not assessable income
- an optional simplified method (from 1 July 2020 to 30 June 2021) to claim 80 cents for each hour you work from home to cover all deductible running expenses
- specific advice on the tax treatment of employment payments made because of COVID-19 (for example, if you take leave, are stood down or lose your job)
- specific advice on the tax treatment of residential rental property income and expenses.

For more information about ATO measures and tailored support during COVID-19, go to ato.gov.au/taxtimemeasures

PERSONAL INCOME TAX CUTS

The government brought forward the tax cuts in Stage 2 of the Personal income tax plan from 1 July 2022 to 1 July 2020. As a result:

- the upper limit of the 19 percent personal income tax bracket was raised from \$37,000 to \$45,000
- the upper limit of the 32.5 percent personal income tax bracket was raised from \$90,000 to \$120,000.

For more information, go to ato.gov.au and search for 'personal income tax plan'.

LOW INCOME TAX OFFSET INCREASED

The government brought forward the tax cuts in Stage 2 of the Personal income tax plan from 1 July 2022 to 1 July 2020. Consequently, the low income tax offset increased to \$700 from 1 July 2020.

For more information, go to ato.gov.au and search for 'personal income tax plan'.

LOW AND MIDDLE INCOME TAX OFFSET

The government's original intent in Stage 2 of the Personal income tax plan was that when the revised personal income tax thresholds came into effect and the low income tax offset increased to \$700, the low and middle income tax offset would be abolished. However, the low and middle income tax offset will continue to be available for 2020–21.

For more information, go to ato.gov.au and search for 'personal income tax plan'.

TAX INCENTIVES FOR INVESTMENT IN AFFORDABLE HOUSING

Australian resident individuals who provide affordable rental housing to people earning low to moderate income can claim an additional affordable housing capital gains discount of up to 10%. To qualify for this additional discount, you must have provided qualifying affordable rental housing through a registered community housing provider:

- on or after 1 January 2018 for a period, or periods, totalling at least three years (1,095 days), which may be aggregate usage over different periods, and
- either directly, or from a trust including where there is an interposed entity between you and the trust. The trust that provides the affordable housing and any interposed entities may be a trust, a managed investment trust or partnership, but cannot be a public unit trust or superannuation fund.

For more information, go to ato.gov.au and search for 'affordable housing discount'.

DEPENDENTS COVERED BY PRIVATE HEALTH INSURANCE

The government has proposed changes to *Private Health Insurance Act 2007*. The proposed changes will:

- increase the maximum age for children to be covered as a dependent person under a family, single parent or dependent person-only private health insurance policy from under 25 years old to under 32 years old
- allow children with a disability, regardless of their age and marital status, to be covered as a dependent person under a family, single parent or dependent person-only private health insurance policy.

At the time of publishing, these changes had not yet become law. For more information, go to ato.gov.au/instructions2021 and read Private health insurance policy details.

Do you need to lodge a tax return?

If any of the following applies to you, then you must lodge a tax return.

REASON 1

During 2020–21, you were an Australian resident and you:

- paid tax under the pay as you go (PAYG) withholding or instalment system, or
- had tax withheld from payments made to you (excluding mining payments).

REASON 2

You were eligible for the seniors and pensioners tax offset (see pages 37–40) **and** your rebate income (not including your spouse's) was more than:

- **\$32,279** if you were single, widowed or separated at any time during the year
- **\$31,279** if you had a spouse but one of you lived in a nursing home or you had to live apart due to illness (see the definition of **Had to live apart due to illness** on page 39), or
- **\$28,974** if you lived with your spouse for the full year.

To work out your rebate income, see page 73 or go to ato.gov.au and search for 'Income tests calculator'.

REASON 3

You were not eligible for the seniors and pensioners tax offset **but** you received a payment listed at question 5 on page 13 **and** other taxable payments which, when added together, made your taxable income (from taxable income or loss on your tax return) more than **\$21,884**.

REASON 4

You were not eligible for the seniors and pensioners tax offset **and** you did not receive a payment listed at question 5 or 6 on pages 13 and 14, **but** your taxable income was more than:

- **\$18,200** if you were an Australian resident for tax purposes for the full year
- **\$416** if you were under 18 years old at 30 June 2021 and your income was not salary or wages
- **\$1** if you were a foreign resident and you had income taxable in Australia which did **not** have a final non-resident withholding tax withheld from it
- **your part-year tax-free threshold amount**, if you became or stopped being an Australian resident for tax purposes; see question **A2** or phone **13 28 61**.

OTHER REASONS

You must lodge a tax return if any of the following applied to you.

- You had a reportable fringe benefits amount on your:
 - Income statement or *PAYG payment summary – individual non-business*, or
 - Income statement or *PAYG payment summary – foreign employment*.
- You had reportable employer superannuation contributions on your:
 - Income statement or *PAYG payment summary – individual non-business*
 - Income statement or *PAYG payment summary – foreign employment*, or
 - Income statement or *PAYG payment summary – business and personal services income*.
- You were entitled to the private health insurance rebate but you did not claim your correct entitlement as a premium reduction, and your spouse (if you had one) is not claiming the rebate for you in their income tax return.
- You carried on a business.
- You made a loss (including a capital or a non-capital loss on redemption of a traditional security) or you can claim such a loss you made in a previous year.
- You were 60 years old or older and you received an Australian superannuation lump sum that included an untaxed element or it is a superannuation lump sum death benefit paid to you as a non-dependant.
- You were under 60 years old and you received an Australian superannuation lump sum that included a taxed element or an untaxed element or it is a superannuation lump sum death benefit paid to you as a non-dependant.
- You were entitled to a distribution from a trust or you had an interest in a partnership, **and** the trust or partnership carried on a business of primary production.
- You were an Australian resident for tax purposes and you had exempt foreign employment income, and \$1 or more of other income. (For more information about exempt foreign employment income, see question **20** in the *Individual tax return instructions supplement 2021*.)
- You are a special professional covered by the income averaging provisions. These provisions apply to authors of literary, dramatic, musical or artistic works, inventors, performing artists, production associates and active sportspeople.

Do you need to lodge a tax return?

- You received income from dividends or distributions exceeding \$18,200 (or \$416 if you were under 18 years old on 30 June 2021), **and** you had:
 - franking credits attached, or
 - amounts withheld because you did not quote your tax file number or Australian business number to the investment body.
- You derived Australian sourced taxable income (excluding any superannuation remainder or employment termination remainder) of \$45,001 or more while you were on a working holiday visa (417 or 462 visa).
- You made personal contributions (not including amounts which you are claiming as a deduction) to a complying superannuation fund or retirement savings account and will be eligible to receive a super co-contribution for these contributions.
- Your concessional contributions to your super exceeded the concessional contributions cap.
- Your non-concessional contributions to your super exceeded your non-concessional contributions cap.
- You were a liable parent or a recipient parent under a child support assessment, **unless**:
 - you received one or more Australian Government allowances, pensions or payments for the whole of the period 1 July 2020 to 30 June 2021, and
 - the total of all the following payments was less than \$26,319
 - taxable income (excluding any assessable First home super saver released amount)
 - exempt Australian Government allowances, pensions and payments
 - target foreign income (see question **IT4**)
 - reportable fringe benefits total
 - net financial investment loss (see question **IT5**)
 - net rental property loss (see question **IT6**), and
 - reportable superannuation contributions.

➤ If you are a liable parent or recipient parent under a child support assessment and you received one or more Australian Government allowances, pensions or payments, go to ato.gov.au/instructions2021 and read *Do you need to lodge a tax return?*

Deceased estate

If you are looking after the estate of someone who died during 2020–21, consider all the above reasons on their behalf. If a tax return is not required, complete the *Non-lodgment advice 2021* form on the next page and send it to us. If a tax return is required, see page 8 for more information.

Foreign residents with an accumulated Higher Education Loan Programme (HELP) debt, VET Student Loan (VSL) debt or an accumulated Trade Support Loan (TSL) debt

If you were a foreign resident during 2020–21 and you had an accumulated HELP, VSL or TSL debt on 1 June 2020, then you must lodge a tax return if the total of:

- your repayment income, and
 - any foreign-sourced income
- was more than \$11,655 for 2020–21.

If this applies to you, then you must lodge your tax return **electronically**. This is even if one of the other reasons above applies to you.

Franking credits

If you received franking credits and you don't need to lodge a tax return for 2020–21, you may be eligible to claim a refund of franking credits by using *Refund of franking credits instructions and application for individuals 2021* (NAT 4105) and lodging your claim online, by mail, or phone on **13 28 65**.

Non-lodgment advice

If you have read all the information above and know that you do not have to lodge a tax return, complete a Non-lodgment advice for 2021, unless one of the following applies to you.

- You have already sent us a tax return, non-lodgment advice, form or letter telling us that you do not need to lodge a tax return for all future years.
- You are lodging an application for a refund of franking credits for 2021.
- Your only income was from an allowance or payment listed at question **5** on page 13 or you received a pension, payment or an allowance listed at question **6** on page 14, and
 - your rebate income was less than or equal to the relevant amount in **reason 2** (if you are eligible for the seniors and pensioners tax offset), or
 - your taxable income was less than or equal to the relevant amount in **reason 3** (the agencies that paid you have provided information for us to determine that you do not need to lodge a tax return).
- You were a working holiday maker on a 417 or 462 visa, and your Australian income was less than \$45,001.

You can submit a *Non-lodgment advice* for 2021 using our online services. For more information about online services, go to **ato.gov.au/onlineservices**

Alternatively, complete the *Non-lodgment advice 2021* on the next page and send it to us.



Non-lodgment advice

1 July 2020 to 30 June 2021

2021

Please print neatly in BLOCK LETTERS with a black or blue ballpoint pen only. Do not use correction fluid or tape.

If you do not need to lodge a tax return for the 2020–21 income year (1 July 2020 to 30 June 2021), you will need to complete the form below and send it to the ATO by 31 October 2021.

For more information about lodging a tax return see *Individual tax return instructions 2021*. From 1 July 2021 you can get copies of *Individual tax return instructions 2021* (NAT 71050-06.2021) by phoning the Publications Distribution Service on **1300 720 092**.

Your tax file number (TFN)

See the Privacy note in the Declaration at the bottom of this form.

Your date of birth

Day / Month / Year

Your name

Title – for example, Mr, Mrs, Ms, Miss

Surname or family name

Given names

Your postal address

Suburb or town

State Postcode Country if not Australia

Have you changed your postal address since your last tax return?

No Read on.

Yes Print the address on your last notice of assessment or the address you last told us about. Suburb or town

State Postcode Country if not Australia

Your phone number during business hours – if it is convenient

Area code Phone number

Reason for not lodging a tax return

I will not have to lodge a tax return for 2021 because none of the reasons listed in the *Individual tax return instructions 2021* apply.

I will not have to lodge a tax return for 2021 or any future years because:

Declaration

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However if you do not provide your TFN, there may be a delay in processing this form.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

I declare that the information I have given on this non-lodgment advice is true and correct.

The tax law imposes heavy penalties for giving false or misleading information.

Signature

Date Day / Month / Year

When completed and signed send to:

Australian Taxation Office
GPO Box 9845
(insert the name and postcode of your nearest capital city)

For example;
Australian Taxation Office
GPO Box 9845
SYDNEY NSW 2001

Completing Individual information on your tax return

It is important that you complete the Individual information on pages 1 and 2 of your tax return accurately to avoid delaying your notice of assessment. We have provided explanations below for the tax-related items so that you can complete those sections correctly.

If you are not sure whether you have to lodge a tax return see page 5 for more information.

YOUR TAX FILE NUMBER (TFN)

You will find your TFN:

- on your myGov account linked to the ATO
- on your payment summary
- on your last notice of assessment.

You do not have to quote your TFN on your tax return, but your assessment may be delayed if you do not.

If you are new to the tax system and don't have a TFN, go to ato.gov.au/tfn or phone **13 28 61**.

ARE YOU AN AUSTRALIAN RESIDENT?

For the meaning of Australian resident for tax purposes, see **Definitions** on page 71.

If you were an Australian resident for tax purposes for **all** of 2020–21, print **X** in the **Yes** box.

If you were an Australian resident for tax purposes for **part** of 2020–21, print **X** in the **Yes** box and complete **A2** on page 7 of your tax return. We need this information to work out your tax-free threshold.

If you were **not** an Australian resident for tax purposes for **all** of 2020–21, print **X** in the **No** box.

If you were in Australia on a 417 or 462 working holiday visa at any time during 2020–21, you must also complete item **A4** on page 7 of your tax return. Complete this item to avoid being taxed at a higher rate.

HAS ANY PART OF YOUR NAME CHANGED SINCE COMPLETING YOUR LAST TAX RETURN?

To find out how to update your name on our records, go to ato.gov.au/updatedetails or phone **13 28 61**.

WILL YOU NEED TO LODGE AN AUSTRALIAN TAX RETURN IN THE FUTURE?

This may be your last tax return if:

- your annual taxable income in the future will be below the tax-free threshold (\$18,200 for 2021–22)
- your only source of income in the future will be an Australian Government pension
- you will become eligible for the seniors and pensioners tax offset in 2021–22, and your rebate income is below the threshold for lodging a tax return this year (for threshold levels and eligibility for 2020–21, see pages 37–40), or
- you are moving overseas permanently.

Depending on your situation, print **X** in the **Yes**, **Don't know** or **No** box.

DECEASED ESTATE

If you are completing a tax return for someone who has died:

- print **DECEASED ESTATE** at the top of page 1 of the tax return
- print **X** in the **No** box at **Will you need to lodge an Australian tax return in the future?**

The executor or administrator of the estate must sign the tax return.

ELECTRONIC FUNDS TRANSFER (EFT)

Direct refund

We need your financial institution account details to pay any refund owing to you, even if you have provided them to us before, including:

- Bank State Branch (BSB) number (this number has six digits, do not include spaces or hyphens)
- account number (this number has no more than nine digits, do not include spaces or hyphens)
- account name, for example JQ Citizen. Do not show account type, such as cheque, savings, mortgage offset in the account name. Include spaces between each word and initials where required. If this exceeds 32 characters, provide the first 32 characters only.

Your refund can only be paid into a recognised financial institution account located in Australia.

1

Salary or wages

Did you earn income from any of the following where tax was withheld:

- salary and 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 or wages paid under
 - an income protection policy
 - a sickness or accident insurance policy
 - a workers compensation scheme
- amounts shown on an income statement or payment summary for special payments resulting from COVID-19 (such as a stand-down payment or COVID-19 payment, but not an eligible termination payment).

No Go to question 2.

Yes Read on.

Answering this question

You need your income statements, *PAYG payment summary – individual non-business* and *PAYG payment summary – foreign employment*.

Completing your tax return

- 1 Print the type of occupation from which you earned most of your income at item 1.
- 2 If you have more than five income statements and payment summaries go to step 3. Otherwise, read on.

For each income statement and payment summary, write at item 1:

- the payer's Australian business number (ABN) or withholding payer number
- the 'Total Australian tax withheld' amounts under **Tax withheld**
- the gross payment amounts under **Income**.

If your income statement or payment summary includes **Gross payment type H**, print **H** in the payment type box. **Gross payment type H** applies to income you earned while on a 417 or 462 working holiday visa. If this applies to you, then you must complete **D** item **A4**.

You have finished this question. Go to question 2.

- 3 **Gross payment type H**, referred to below, applies to income you earned while on a 417 or 462 working holiday visa.

From your income statement and *PAYG payment summary – individual non-business* with no **Gross payment type H**:

- add up the total tax withheld, write the total under **Tax withheld** at the left of **C**
- add up the gross payment amounts, write the total under **Income** at **C**
- write the Australian business number (ABN) if you have only one income statement or payment summary of this type
- leave the ABN blank if you have more than one income statement or payment summary of this type.

From your income statement and *PAYG payment summary – individual non-business* with **Gross payment type H**:

- add up the total tax withheld, write the total under **Tax withheld** at the left of **D**
- add up the gross payment amounts, write the total under **Income** at **D**
- write **H** in the payment **type** box
- write the Australian business number (ABN) if you have only one income statement or payment summary of this type
- leave the ABN blank if you have more than one income statement or payment summary of this type.
- complete **D** item **A4**.

From your income statement and *PAYG payment summary – foreign employment*:

- add up the total tax withheld, write the total under **Tax withheld** at the left of **E**
- add up the gross payment amounts, write the total under **Income** at **E**
- write the Australian business number (ABN) if you have only one income statement or payment summary of this type
- leave the ABN blank if you have more than one income statement or payment summary of this type.

2

Allowances, earnings, tips, directors fees etc

This question is about payments from working such as:

- employment allowances
- tips, gratuities
- consultation fees
- payments for voluntary and other services
- all payments from which tax was not withheld, such as
 - commissions, bonuses
 - casual job income
 - insurance payments (income protection, sickness and accident policies).

Employment allowances include:

- car and travel allowances, and reimbursements of car expenses
- award transport payments (paid under an industrial law or award that was in force on 29 October 1986)
- tool, clothing and laundry allowances
- dirt, height, site, first aid and risk allowances
- meal and entertainment allowances.

If you received a travel or overtime meal allowance paid under an industrial agreement, do not show it on your tax return if:

- you spent the whole amount on deductible expenses
- it was not shown on your income statement or payment summary, and
- it does not exceed the Commissioner's reasonable allowance amount.

You cannot claim deductions for the expenses that you paid for with that allowance.

- For more information on reasonable allowances, go to ato.gov.au/instructions2021 and read question 2.

Did you receive any of these payments?

No Go to question 3.

Yes Read on.

Answering this question

You will need your income statements, payment summaries or comparable statements.

Completing your tax return

- 1 Add up any tax withheld from these payments. Do not include any amount of tax withheld that you have shown at item 1.

Write the total under **Tax withheld** at item 2.

- 2 Add up all of these payments. Write the total under **Income** at K.

3

Employer lump sum payments

Did you receive any lump sum payments from your employer for:

- unused annual leave or
- unused long service leave?

No Go to question 4.

Yes Read on.

Answering this question

You will need your income statement, *PAYG payment summary – individual non-business*, *PAYG payment summary – foreign employment* or a comparable statement from your payer that shows an amount at ‘Lump sum A’ or ‘Lump sum B’.

➤ You must go to ato.gov.au/instructions2021 and read question 3 for instructions on what to do if you have:

- amounts at ‘Lump sum D’ or ‘Lump sum E’, or
- paid foreign tax.

Completing your tax return

If you do not have amounts shown at ‘Lump sum A’ on your income statements or payment summaries, go to step 4 below.

1 Add up the tax withheld from lump sum A amounts shown on your income statements and payment summaries.

Write the total under **Tax withheld** at the left of **R** item **3**.

2 Add up all lump sum A amounts on your income statements and payment summaries.

Write the total at **R**.

3 Print in the **TYPE** box at **R**:
R if the amount related to a genuine redundancy payment, an early retirement scheme payment, or the invalidity segment of an employment termination payment or superannuation benefit

T for all other situations.

Check with your payer if you are not sure.

If you do not have amounts shown at ‘Lump sum B’ on your income statements or payment summaries, you have finished this question. Go to question 4.

Otherwise, read on.

4 Add up the tax withheld from lump sum B amounts shown on your income statements and payment summaries.

Write the total under **Tax withheld** at the left of **H** item **3**.

5 Add up all lump sum B amounts on your income statements and payment summaries. Divide the total by 20. This is because only 5% is taxable.

Write the answer at **H**.

4

Employment termination payments

Employment termination payments (ETPs) are payments you received because your employment was terminated. These payments appear on an income statement or a *PAYG payment summary – employment termination payment*.

If you have been stood-down or have lost your job as a result of COVID-19, you may have received an ETP. For more information on payments you may receive in these circumstances, go to ato.gov.au/taxtimeasures

This item also covers:

- death benefit ETPs
- foreign ETPs
- late termination payments.

Do not show the following payments anywhere on your tax return:

- foreign termination payments
- ETPs you received as the trustee of a deceased estate
- departing Australia superannuation payments.

Did you receive an ETP?

No Go to question 5.

Yes Read on.

Answering this question

You will need your income statement or *PAYG payment summary – employment termination payment*.

➤ For the meaning of the following terms and what to do if they apply to you, go to ato.gov.au/instructions2021 and read question 4:

- foreign ETPs
- late termination payments
- foreign termination payments
- death benefits dependants.

➤ You must go to ato.gov.au/instructions2021 and read question 4 if you received more than one ETP.

Completing your tax return

- 1 Write the date of payment and your payer's Australian business number (ABN) in the left column at item 4.
- 2 Write the amount of tax withheld under **Tax withheld** at the left of I.
- 3 Write the taxable component at I.
- 4 Print the ETP code for the payment in the **CODE** box at I.

If your income statement or *PAYG payment summary – employment termination payment* does not have an ETP code, contact the employer or payer. If you are unable to contact the employer or payer, select the code that best describes your payment from the following list:

Code	Description
R	if you received your ETP because of <ul style="list-style-type: none">■ early retirement scheme■ genuine redundancy■ invalidity■ compensation for<ul style="list-style-type: none">– personal injury– unfair dismissal– harassment– discrimination
O	if your ETP is not described by R , for example, you received it because of <ul style="list-style-type: none">■ golden handshake■ gratuity■ payment in lieu of notice■ payment for unused sick leave■ payment for unused rostered days off
S	if you received a code R ETP in 2020–21 and you had received another ETP (code R or code O), or a transitional termination payment, in an earlier income year for the same termination of employment

5

Australian Government allowances and payments

Code	Description
P	if you received a code O ETP in 2020–21 and you had received another ETP (code R or code O), or a transitional termination payment, in an earlier income year for the same termination of employment
D	if you received a death benefit ETP and you were a death benefits dependant
B	if you received a death benefit ETP in 2020–21 and you were not a death benefits dependant, and you had received another death benefit ETP in an earlier income year for the same termination of employment
N	if you received a death benefit ETP and you were not a death benefits dependant, and code B does not apply

Did you receive any of the following Australian Government payments:

- JobSeeker payment
- youth allowance
- Austudy payment
- parenting payment (partnered)
- partner allowance
- sickness allowance
- special benefit
- widow allowance
- farm household allowance
- an education payment of any of the following when you were 16 years old or older
 - ABSTUDY living allowance
 - payment under the Veterans’ Children Education Scheme
 - payment shown as ‘MRCA Education Allowance’ on your payment summary
- other taxable Commonwealth education or training payments shown on your payment summary
- youth disability supplement as a component of:
 - youth allowance
 - ABSTUDY living allowance
- an income support component from a Community Development Employment Project (CDEP)
- a CDEP scheme participant supplement
- disaster recovery allowance (but not in relation to 2019–20 bushfires)
- disaster income support allowance for special category visa (subclass 444) holders (but not in relation to 2019–20 bushfires)?

Do not include any Australian Government allowances and payments that are not taxable. For a list of the most common types of exempt Australian Government allowances and payments, see **Amounts that you do not pay tax on**, on pages 76–9.

You may need to show the amounts that are not taxable at item **IT3 Tax-free government pensions or benefits**.

No Go to question 6.

Yes Read on.

Answering this question

You will need:

- your *PAYG payment summary – individual non-business*, or
- a letter from the agency that paid your allowance or payment stating the amount you received.

If you do not have this information, contact the agency that paid you.

Completing your tax return

- 1 Add up the tax withheld shown on each of your payment summaries and letters.

Write the total under **Tax withheld** at item 5.

- 2 Add up the gross payments shown on each of your payment summaries and letters.

Write the total at **A**.

6

Australian Government pensions and allowances

Did you receive any of the following Australian Government payments:

- age pension
- bereavement allowance
- carer payment
- disability support pension, if you have reached age-pension age
- education entry payment
- parenting payment (single)
- age service pension
- income support supplement
- Defence Force income support allowance (DFISA) where the pension, payment or allowance to which it relates is taxable
- DFISA-like payment from the Department of Veterans' Affairs (DVA)
- veteran payment
- invalidity service pension, if you have reached age-pension age
- partner service pension?

Do not include any Australian Government pensions or allowances that are not taxable. For a list of the most common types of exempt Australian Government pensions, allowances and payments, see **Amounts that you do not pay tax on**, on pages 76–9.

You may need to show the amounts that are not taxable at item **IT3 Tax-free government pensions or benefits**.

No Go to question 7.

Yes Read on.

Answering this question

You will need:

- your *PAYG payment summary – individual non-business*, or
- a letter from the agency that paid your pension, allowance or payment stating the amount you received.

If you have not received this information, contact the agency that paid you.

Completing your tax return

- 1 Add up the tax withheld shown on each of your payment summaries and letters.

Write the total under **Tax withheld** at item 6.

- 2 Add up the gross payments shown on each of your payment summaries and letters.

Write the total at **B**.

7

Australian annuities and superannuation income streams

Australian **annuities** (also called non-superannuation annuities) are paid to you by Australian life insurance companies and friendly societies. These payments are shown on your *PAYG payment summary – individual non-business*. If you received this type of annuity, go to ato.gov.au/instructions2021 and read question 7.

Australian **superannuation income streams** are paid to you by Australian superannuation funds, retirement savings account (RSA) providers and life insurance companies. These payments are shown on your *PAYG payment summary – superannuation income stream* and may include:

- account based income streams
- capped defined benefit income streams that are
 - lifetime pensions, regardless of when they started
 - lifetime annuities that existed prior to 1 July 2017
 - life expectancy pensions and annuities that existed prior to 1 July 2017
 - market-linked pensions and annuities that existed prior to 1 July 2017.

If you received a taxable Australian **superannuation lump sum payment**, do not show it here; show it at question 8.

Did you receive Australian annuities or superannuation income streams?

No Go to question 8.

Yes Read on.

Answering this question

- You will need your *PAYG payment summary – superannuation income stream*.

You must go to ato.gov.au/instructions2021 and read question 7 if you received any of the following:

- an Australian annuity
- a capped defined benefit income stream, and
 - you turned 60 years old during 2020–21, or
 - you were 60 years old or older on 1 July 2020 and you started that income stream for the first time during 2020–21, or
 - you were under 60 years old on 30 June 2021 and that income stream is a death benefit income stream where the deceased was 60 years old or older.
- a superannuation income stream lump sum payment in arrears
- a superannuation income stream (including a death benefit income stream) with an untaxed element which is not a capped defined benefit income stream and you were 60 years old or older.

Otherwise, go to Completing your tax return.

Completing your tax return

Refer to each *PAYG payment summary – superannuation income stream* you received.

- 1 Add up the tax withheld amounts. Write the total in the left hand column under **Tax withheld** at item 7.
- 2 Add up the untaxed element amounts shown at *Taxable component*. Write the total at **N** item 7.

3 On 1 July 2020 were you:

- 60 years old or older, and
- receiving a capped defined benefit income stream?

Yes Do not complete **J** item 7. Go to step 4.

No Add up the taxed element amounts shown at *Taxable component*. Write the total at **J** item 7.

You have finished this question. Go to question 8.

4 Add your taxed elements and tax-free components	\$ <input type="text"/>	(a)
Subtract \$100,000 (your defined benefit income cap) from (a).	\$ <input type="text"/>	(b)
If (b) is less than or equal to 0, write 0.		
If (b) is greater than 0, divide (b) by 2.	\$ <input type="text"/>	(c)

The amount at (c) is your **assessable amount from a capped defined benefit income stream**. Write this amount at **M** item 7.

8

Australian superannuation lump sum payments

This question is about Australian superannuation lump sum payments or superannuation death benefit payments you received, including those paid by:

- superannuation funds
- approved deposit funds
- retirement savings account providers
- life insurance companies.

It is also about:

- amounts we paid to you in respect of the superannuation guarantee charge or the superannuation holding accounts special account
- payments you received from the unclaimed money registers.

Did you receive any of these payments?

- No** Go to question 9.
Yes Read on.

Answering this question

Do not show on your tax return:

- death benefit lump sum payments you received as a dependant of the deceased
- taxed element of a superannuation lump sum payment you received on or after your 60th birthday, unless it is a death benefit superannuation lump sum payment paid to you as a non-dependant
- amounts paid to you because you have a terminal medical condition
- COVID-19 early release of superannuation payment
- departing Australia superannuation payments.

You need your *PAYG payment summary – superannuation lump sum*. If you have not received it, contact your payer.

- You must go to ato.gov.au/instructions2021 and read question 8 if any of the following apply:
- you received more than one superannuation lump sum during the year, as you need to provide additional information
 - you need to know who is considered a dependant of the deceased
 - you had types of superannuation lump sum payments that are not covered by this question.

Completing your tax return

- 1 Write in the left column at item 8 the date of payment and your payer's Australian business number (ABN), as shown on your payment summary.
- 2 Write the total amount of tax withheld, as shown on your payment summary, under **Tax withheld** at item 8.
- 3 From your payment summary, write at item 8:
 - the taxed element amount at **Q**
 - the untaxed element amount at **P**.

If you received a lump sum death benefit payment, print **N** in the **TYPE** box at item 8. Otherwise, leave the **TYPE** box blank.

9

Attributed personal services income

Did you receive any attributed personal services income?

You must complete this item if you provided personal services and you:

- received a *PAYG payment summary – business and personal services income* showing an X against 'Personal services attributed income', or
- had personal services income attributed to you.

If you received personal services income as a sole trader, do not complete this item. You must complete question **14** on the *Tax return for individuals (supplementary section) 2021*. If this applies to you, then you should lodge your tax return using *myTax* or a registered tax agent.

If you are unable to use *myTax* or a registered tax agent, contact us on **13 28 66** and we will mail you a paper tax return and Business and professional items schedule.

➤ Go to ato.gov.au/instructions2021 and read question 9 for more information about personal services income and when it may be attributed to you.

No Go to **Total tax withheld**.

Yes Read on.

Answering this question

You will need:

- your *PAYG payment summary – business and personal services income*
- details of any other personal services income attributed to you.

If you do not have this information, contact the person who paid you.

Completing your tax return

- 1 Write the total amount of tax withheld under **Tax withheld** at item **9**.
- 2 Write the total amount of personal services income attributed to you at **0**.

Total tax withheld

Completing your tax return

- 1 Add up all the amounts in the left-hand column at items **1** to **9** on pages 2–3 of your tax return.
- 2 Write the total at **TOTAL TAX WITHHELD**.

10

Gross interest

Was any interest paid or credited to you from any source in Australia?

Gross interest includes:

- interest from savings accounts, term deposits and cash management accounts
- interest we paid or credited to you
- interest from children's accounts you opened or operated with funds that you used as if they were yours
- tax file number (TFN) amounts, that is, amounts withheld by financial institutions because you did not provide your TFN or Australian business number (ABN) to them.

Read **Will you need *Individual tax return instructions supplement 2021?*** on page 3 if you received interest from other sources, including interest from a foreign source.

No Go to question **11**.

Yes Read on.

➤ You must go to **ato.gov.au/instructions2021** and read question 10 for information on how to treat:

- children's accounts you operate
- TFN amounts
- non-resident withholding tax.

Completing your tax return

- 1 Add up the amounts of gross interest you received in 2020–21.
- 2 Write the total amount of your gross interest at **L** item **10**. If the total was less than \$1, do not write anything.
- 3 Add up all the TFN amounts shown on your statements, but do not include TFN amounts that we have already refunded to you.

Write the total at **M** item **10**. Show cents.

Answering this question

You will need:

- your statements or other documentation from your financial institutions and other sources that show 2020–21 interest income (TFN amounts are shown on your statement or document as 'Commonwealth tax' or 'TFN withholding tax')
- any notice of assessment or amended assessment you received from us during 2020–21 that shows interest we paid or credited to you such as interest on early payments, interest on overpayments, and delayed refund interest.

If you had a joint account, show only your share of the interest.

11

Dividends

Were you paid, or credited with, dividends from shares by Australian companies?

Dividends and distributions 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.

No Go to question 12.

Yes Read on.

Answering this question

You will need your statements from each Australian company that paid you dividends or made distributions to you from 1 July 2020 to 30 June 2021 inclusive.

If you had shares in joint names, show only your amount of the dividends.

Do not include dividends or a distribution on which family trust distribution tax has been paid.

➤ You must go to ato.gov.au/instructions2021 and read question 11 to find out how to complete this question if:

- you received a dividend as a result of a dividend washing arrangement
- you had shares and were under an obligation to make, or were likely to make, a related payment
- within 45 days of buying shares (90 days for certain preference shares), you either sold them or entered into an arrangement to reduce the risk of making a loss on them, or
- you received or were credited with amounts
 - related to a non-share equity interest

- by a private company, as a shareholder or associate of a shareholder, in the form of payments, loans or debts forgiven
- by a trustee of a trust in the form of payments, loans or debts forgiven where a private company in which you were a shareholder, or an associate of a shareholder, had an unpaid present entitlement from the trust
- when you were not an Australian resident for tax purposes.

Completing your tax return

If your statement does not show franked and unfranked portions of the dividend, show the total dividend amount at **T**.

1 Add up all the unfranked dividend amounts from your statements, including any tax file number (TFN) amounts withheld. Include any other amounts that are treated as dividends.

Write the total at **S**.

2 Add up all the franked dividend amounts from your statements and any other franked dividends paid or credited to you.

Write the total at **T**.

3 Add up the franking credit amounts shown on your statements. Do not include them if the **holding period rule, related payments rule** or **dividend washing integrity rule** prevent you from claiming them. For more information, see *You and your shares 2021*.

Write the total at **U**.

4 Add up any TFN amounts withheld that have not been refunded to you.

Write the total at **V**. Show cents.

12

Employee share schemes

This question is about **discounts** on employee share scheme interests (ESS interests) that you or your associate received under an employee share scheme. ESS interests are:

- shares
- stapled securities (provided at least one of the stapled interests is a share in a company)
- rights to acquire shares and stapled securities.

An ESS interest acquired by your associate in regard to your employment is treated as though the ESS interest was acquired by you.

The discount is the difference between the market value of the ESS interests and the amount you paid to acquire them.

The ESS interests can:

- be from an Australian company or a foreign company
- relate to your employment inside or outside Australia
- relate to a work relationship other than employment, for example sub-contracting.

Changes which apply to ESS interests acquired on or after 1 July 2015 include:

- changes to the 'deferred taxing point'
- a tax concession through which some discounts on ESS interests in start-up companies will not be taxed under the employee share scheme regime, as long as you meet the eligibility criteria. Subsequent gains on the disposal of these ESS interests will be taxed under the capital gains tax rules.

Discounts on eligible ESS interests provided to you by a start-up company will not be included on your *Employee share scheme statement*. Do not show the discounts at this question.

For more information about employee share schemes, go to ato.gov.au/ess

Did any of the following apply to you?

- You received a discount on ESS interests acquired under a 'taxed-upfront scheme'.
- A 'deferred taxing point' occurred in respect of your ESS interests under a 'deferral scheme'.

No Go to **Income from the supplementary section of your tax return**.

Yes Read on.

Answering this question

You will need your *Employee share scheme statement* from each employer with whom you participated in an employee share scheme. If you do not have all your employee share scheme statements, contact your employer.

You can use our Employee share schemes calculator to help you answer this question. Go to ato.gov.au and search for 'Employee share schemes calculator'.

Go to Employees at ato.gov.au/ess for more information if:

- you were a temporary resident or foreign resident when you received your ESS interests
- you received ESS interests from a foreign employer
- you disposed of your ESS interests because of a corporate restructure or takeover and received replacement ESS interests.

Completing your tax return

If an associate of yours, for example your spouse, acquired an ESS interest as a result of your employment, you must include their discount in your assessable income. Your associate does not include the discount on their tax return.

- 1 Add up the discount amounts received from 'taxed-upfront schemes eligible for reduction' from your statements.

Write the total at **D**.

- 2 Add up the discount amounts you received from 'taxed-upfront schemes not eligible for reduction' from your statements.

Write the total at **E**.

12 Employee share schemes

3 Add up the discount amounts you received from 'deferral schemes' where a deferred taxing point occurred during 2020–21 from your statements.

Write the total at **F**.

4 If you did not write an amount at **D**:

- add up the amounts that you wrote at **E** and **F**
- write the total at **B**, and
- go to step 7.

If you wrote an amount at **D**, you may be entitled to reduce the amount of the discounts received under 'taxed-upfront schemes' by up to \$1,000.

To work out whether you are entitled to this reduction, calculate your taxable income without including any discount reduction. If you had a taxable loss, treat it as zero for the purposes of this calculation.

Add up the following amounts:

- your taxable income (excluding any assessable First home super saver released amount)
- your total reportable fringe benefits amounts (**N** and **W** item **IT1**)
- your reportable employer superannuation contributions (**T** item **IT2**)
- your net financial investment loss (**X** item **IT5**)
- your net rental property loss (**Y** item **IT6**)
- your deductible personal superannuation contributions (**H** item **D12**).

5 Is the amount you worked out at step 4 greater than \$180,000?

No Go to step 6.

Yes Read on.

Add up the amounts that you wrote at **D**, **E** and **F** and write the total at **B**.

Go to step 7.

6 If the amount at **D** is less than or equal to \$1,000, add up the amounts that you wrote at **E** and **F** and write the total at **B**.

If the amount at **D** is greater than \$1,000, add up the amounts at **D**, **E** and **F** then take \$1,000 away from the total. Write the answer at **B**.

7 Add up all the TFN amounts withheld from discounts from your *Employee share scheme statements* and write the total at **C**.

8 If you did not pay foreign income tax in respect of any discounts you received, you have finished this question. Otherwise, read on.

You may be entitled to claim a foreign income tax offset for discounts if you have paid foreign income tax in respect of the discounts.

Write at **A** the total amount of your discounts from ESS interests for which you are claiming a foreign income tax offset.

To claim a foreign income tax offset, you must complete **O** item **20** on your tax return. For information about how to calculate a foreign income tax offset, read *Guide to foreign income tax offset rules 2021*.

Income from the supplementary section of your tax return

Did you receive income that is shown on the supplementary section of your tax return?

If you are unsure, read **Will you need *Individual tax return instructions supplement 2021?*** on page 3.

No Go to **Total income or loss**.

Yes You must complete the relevant income questions on the *Tax return for individuals (supplementary section) 2021*, then read on.

Completing your tax return

- 1 Transfer the amount you wrote at **TOTAL SUPPLEMENT INCOME OR LOSS** on page 15 of your tax return (supplementary section) to **I** on page 3 of your tax return.

If the amount is a loss, print **L** in the **LOSS** box at the right of the amount.

Total income or loss

Completing your tax return

- 1 Add up all the amounts in the right-hand column for items **1** to **12** on pages 2 and 3 of your tax return.
- 2 If you have no amount at **I** below item **12** on your tax return go to step 3. Otherwise read on.

If the amount at **I** is a loss, take it away from your total from step 1. Otherwise, add the amount at **I** to your total from step 1.
- 3 Write the result at **TOTAL INCOME OR LOSS**.

If the amount is a loss, print **L** in the **LOSS** box at the right of the amount.

Claiming deductions

You may be able to claim deductions for **work-related expenses** you incurred while performing your job as an employee. You **incurred** an expense in 2020–21 if:

- you received a bill or invoice for an expense that you were liable for (even if you paid it after 30 June 2021), or
- you did not receive a bill or invoice but you were charged and you paid for the expense in 2020–21.

If your expense includes an amount of goods and services tax (GST), the GST is part of the total expense and is therefore part of any deduction. For example, if you incurred union fees of \$440 which included \$40 GST, you claim a deduction for \$440.

Basic rules

To claim a deduction for work-related expenses:

- you must have spent the money yourself and not been reimbursed
- the expense must be directly related to earning your income
- you must have a record to prove the expense.

The expense must not be private, domestic or capital in nature. For example, the costs of normal travel to and from work, and buying lunch each day are private expenses.

If you incurred an expense that was both work-related and private or domestic in nature, you can claim a deduction only for the work-related portion of the expense.

If you were partially reimbursed for an expense, you can claim only the part that was not reimbursed.

Allowances

If you received an allowance that you showed at item **2** on your tax return, you may be able to claim a deduction for your expenses covered by the allowance. The expenses must be incurred in producing your employment income, and must meet the basic rules discussed above. For example, if you received a tools allowance of \$500 and your tool expenses were \$300, you include the whole amount of the allowance at item **2** on your tax return and claim a deduction of \$300 at item **D5**.

Decline in value of a depreciating asset

You may be able to claim a deduction for the decline in value of a depreciating asset you held during 2020–21 if you used it to produce income that you show on your tax return.

Depreciating assets include items such as tools, reference books, computers and office furniture.

You may be able to claim an immediate deduction for the full cost of depreciating assets costing \$300 or less. For more information, see *Guide to depreciating assets 2021* (NAT 1996).

➤ Go to ato.gov.au/instructions2021 to get a copy of this publication.

Advance expenditure

If you have prepaid an amount for a service costing \$1,000 or more, and the service extends for a period of more than 12 months or beyond 30 June 2022 (such as a subscription to a journal relating to your profession), you can claim only the portion that relates to 2020–21. You can also claim the proportion of your pre-paid expenses from a previous year that relate to 2020–21. For more information, see *Deductions for prepaid expenses 2021*.

➤ Go to ato.gov.au/instructions2021 to get a copy of this publication.

Record keeping for work-related expenses

You must be able to substantiate your claims for deductions with written evidence if the total amount of deductions you are claiming is greater than \$300. The records you keep must prove the total amount, not just the amount over \$300. The \$300 does not include car and meal allowance, award transport payments allowance and travel allowance expenses.

There are special written evidence rules for these claims which are explained at the relevant items.

If the total amount you are claiming is \$300 or less, you need to be able to show how you worked out your claims, but you do not need written evidence.

D1

Work-related car expenses

Work-related car expenses are expenses you incurred as an employee for a car you:

- owned
- leased, or
- hired under a hire-purchase agreement.

Did you have any work-related car expenses?

- No** Go to question D2.
Yes Read on.

Answering this question

What can you claim?

You can claim car expenses you incurred in performing your employment duties in 2020–21.

You can also claim the cost of using your car to travel directly between two separate places of employment when you have a second job, providing one of the places is not your home.

You cannot claim for the normal trip between home and work, unless:

- you use your car to carry bulky tools or equipment (such as an extension ladder or cello) which your employer requires you to use for work and cannot leave at work
- your home is a base for employment (you were required to start work at home and travelled to a workplace to continue work for the same employer), or
- you have shifting places of employment (you regularly work at more than one place each day).

Claim at this item any work-related car expenses incurred in earning assessable income shown on a *PAYG payment summary – foreign employment*.

➤ You must go to ato.gov.au/instructions2021 and read question D1 for more information about shifting places of employment.

D1 Work-related car expenses

Methods

If your claim for work-related car expenses is 5,000 kilometres or less, you can choose one of the following methods to work out your work-related car expenses:

- cents per kilometre method, or
- logbook method.

To claim work-related car expenses over 5,000 kilometres, you must use the logbook method.

If you qualify to use both methods, you can use whichever method gives you the largest deduction or is most convenient.

If you are using the logbook method, you must go to ato.gov.au/instructions2021 and read question D1.

To work out your claim, go to ato.gov.au and search for 'Work-related car expenses calculator'.

Cents per kilometre method

The most you can claim using this method is 5,000 kilometres per car, even if you travelled more. No written evidence of expenses is necessary with this method, but you need to be able to show how you worked out your work-related kilometres (for example, by producing diary records of work-related trips).

Completing your tax return

1 If you are using the logbook method you must go to ato.gov.au/instructions2021 and read question D1, then go to step 3.

If you are using the cents per kilometre method, read on.

2 Use the following table to work out the amount you can claim:

Total work-related kilometres (cannot be more than 5,000 km)	<input type="text"/>	(a)
Multiply (a) by 72 (which is the cents per kilometre rate for all cars).	<input type="text"/>	(b)
Divide (b) by 100.		
The result is the dollar amount you can claim.	<input type="text"/>	(c)

If you are claiming for more than one car using this method, repeat step 2 for each car and add up all the amounts at (c).

3 Write the total of your claim at **A** item **D1**.

4 Print the relevant code letter from the table below in the **CLAIM TYPE** box beside the amount.

Method	Code letter
Cents per kilometre	S
Logbook	B

D2

Work-related travel expenses

This question is about travel expenses you 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 nine 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.

If your employer provided a car for you or your relatives' exclusive use and you were entitled to use it for non-work purposes, you cannot claim a deduction for running costs, such as petrol, repairs and other maintenance. This includes a car provided under a salary sacrifice agreement. However, you can claim expenses such as parking, bridge and road tolls for work-related use. Parking at, or travelling to a regular workplace is not ordinarily considered to be a work-related use of the car.

Reasonable allowance amounts

If your travel allowance was not shown on your income statement or payment summary and was equal to or less than the reasonable allowance amount for your circumstances, you do not have to include the allowance at item 2 provided that you have fully spent it on deductible work-related travel expenses and you do not claim a deduction for these expenses.

➤ You must go to [ato.gov.au/instructions2021](https://www.ato.gov.au/instructions2021) and read question D2 if any of the following apply:

- you had shifting places of employment
- your allowance was above the reasonable allowance amounts.

Did you have any work-related travel expenses?

No Go to question D3.

Yes Read on.

Answering this question

You must have written evidence for the whole of your claim.

To claim meal, accommodation and incidental expenses you incurred when you travelled away overnight for work:

- you must have been required to travel as part of performing your work duties
- you must only be working away from home for a relatively short period or periods of time (not living away from home)
- you must not have incurred the expenses because of a choice you made about where to live
- you must have a permanent home at a location away from the work location to which you are travelling
- you must have paid the expenses yourself and not have been reimbursed for them.

Use the table on page 75 to determine what evidence you need to claim accommodation, meal and incidental expenses.

You must claim at this item any work-related travel expenses incurred in earning income shown on an income statement or a *PAYG payment summary – foreign employment*.

Completing your tax return

- 1 Add up all your deductible travel expenses.
- 2 Write the total at B item D2.

D3

Work-related clothing, laundry and dry-cleaning expenses

You can claim expenses you incurred as an employee for work-related:

- protective clothing
- uniforms
- occupation-specific clothing, and
- laundering and dry-cleaning of clothing listed above.

You can claim the cost of a work uniform that is distinctive (such as one that has your employer's logo permanently attached to it) and it must be either:

- a **non-compulsory uniform** that your employer has registered with AusIndustry (check with your employer if you are not sure), or
- a **compulsory uniform** that can be a set of clothing or a single item that identifies you as an employee of an organisation. There must be a strictly enforced policy making it compulsory to wear that clothing at work. Items may include shoes, stockings, socks and jumpers where they are an essential part of a distinctive compulsory uniform and the colour, style and type are specified in your employer's policy.

You can also claim the cost of:

- **occupation-specific clothing** which allows people to easily recognise that occupation (such as the checked pants a chef wears when working) and which are not for everyday use
- **protective clothing and footwear** to protect you from the risk of illness or injury, or to prevent damage to your ordinary clothes, caused by your work or work environment. Items may include fire-resistant clothing, sun protection clothing, safety-coloured vests, non-slip nurse's shoes, steel-capped boots, gloves, overalls, aprons, and heavy duty shirts and trousers (but not jeans). You can claim the cost of protective equipment, such as hard hats and safety glasses at item **D5**.

You can also claim the cost of renting, repairing and cleaning any of the above work-related clothing.

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 can go to ato.gov.au/instructions2021 and read question D3 for more information.

Did you have any work-related clothing, laundry or dry-cleaning expenses?

No Go to question D4.

Yes Read on.

Answering this question

You will need:

- receipts, invoices or other written evidence, and
- diary records of your laundry costs if
 - the amount of your laundry expenses claim is greater than \$150, and
 - your total claim for work-related expenses exceeds \$300.

You must claim at this item any deductible work-related clothing, laundry and dry-cleaning expenses incurred in earning income shown on an income statement or a *PAYG payment summary – foreign employment*.

If you did washing, drying or ironing yourself, you can use a reasonable basis to calculate the amount, such as \$1 per load for work-related clothing, or 50 cents per load if other laundry items were included.

D3 Work-related clothing, laundry and dry-cleaning expenses

Completing your tax return

- 1 Add up all your deductible work-related clothing, laundry and dry-cleaning expenses.
- 2 Write the total at **C** item **D3**.
- 3 Select the code letter that describes the main type of clothing you are claiming for:

C	compulsory work uniform
N	non-compulsory work uniform
S	occupation-specific clothing
P	protective clothing

Print the letter in the **CLAIM TYPE** box at **C** item **D3**.

D4

Work-related self-education expenses

This question is about self-education expenses that are related to your work as an employee and which you incur when you do a course to get a formal qualification from a school, college, university or other place of education.

To claim a deduction here, you must have met **one** of the following conditions when you incurred the expense:

- the course maintained or improved a skill or specific knowledge required for your work activities at that time
- you could show that the course was leading to, or was likely to lead to, increased income from your work activities at that time
- other circumstances existed which established a direct connection between the course and your work activities at that time.

You cannot claim a deduction for self-education expenses for a course that:

- relates only in a general way to your current employment or profession, or
- will enable you to get new employment.

You cannot claim any deductions against government assistance payments, including Austudy, ABSTUDY and youth allowance.

Examples of expenses you can claim are textbooks, stationery, student union fees, student services and amenities fees, the decline in value of your computer, and certain course fees.

You must claim at this item any self-education expenses incurred in earning income as an employee outside of Australia that is shown on an income statement or a *PAYG payment summary – foreign employment*.

Did you have any work-related self-education expenses?

- No** Go to question **D5**.
Yes Read on.

D4 Work-related self-education expenses

Completing your tax return

To work out your claim, go to **ato.gov.au** and search for 'Self-education expenses calculator' or use the worksheet below.

1 If you used the calculator, transfer the amount you worked out to **D** item **D4** on your tax return and then go to step 6.

If you are not using the calculator, read on.

2 Add up your self-education expenses under the following categories:

Worksheet

Category	Your amount
<p>A General expenses that are deductible, including textbooks, stationery, student union fees, student services and amenities fees, course fees and public transport fares</p> <p>You cannot claim as course fees contributions you made under HECS-HELP, or repayments under:</p> <ul style="list-style-type: none"> ■ the Higher Education Loan Program (HELP) ■ the Student Financial Supplement Scheme (SFSS) ■ the Student Startup Loan (SSL) ■ the Trade Support Loan Program (TSL) or ■ the Vocational Education and Training Student Loan (VSL). <p>Include car expenses (other than the decline in value of a car) worked out under the 'logbook' method. For more information, see question D1 on pages 24–5.</p>	\$ <input style="width: 100px;" type="text"/>
<p>B Deductions for the decline in value of depreciating assets used for self-education, including computers and cars for which you are claiming deductions under the 'logbook' method</p>	\$ <input style="width: 100px;" type="text"/>

Category	Your amount
<p>C Expenses for repairs to items of equipment used for self-education</p>	\$ <input style="width: 100px;" type="text"/>
<p>D Car expenses related to your self-education for which you are claiming deductions under the 'cents per kilometre' method. (If you have included deductions for the decline in value of or repairs to your car under category B or C, you cannot claim car expenses under this category.)</p>	\$ <input style="width: 100px;" type="text"/>
<p>E Self-education expenses that are not deductible, which are:</p> <ul style="list-style-type: none"> ■ private costs, including non-deductible travel and childcare costs, and ■ capital costs, like the purchase price of a desk or computer <p>Do not include:</p> <ul style="list-style-type: none"> ■ contributions you made under HECS-HELP, or ■ repayments under HELP, SFSS, SSL, TSL or VSL. 	\$ <input style="width: 100px;" type="text"/>

Use your amounts from the worksheet above to complete the following steps.

3 If you had any category A expenses, go to step 4. Otherwise, read on.

Add B, C and D.	\$ <input style="width: 100px;" type="text"/> (f)
-----------------	---

Transfer the amount at (f) to **D** item **D4**. Go to step 6.

4 Add C, D and E. (g)

If the amount at (g) is less than \$250, go to step 5. Otherwise, read on.

Add A, B, C and D. (h)

Transfer the amount at (h) to **D** item **D4**. Go to step 6.

5 In working out what you can claim, certain costs are reduced by \$250.

Take the amount at (g) away from \$250.	<input type="text" value="\$"/>	(i)
Take the amount at (i) away from your category A amount. If the result is zero or less, write 0 at (j).	<input type="text" value="\$"/>	(j)
Add B, C and D.	<input type="text" value="\$"/>	(k)
Add (k) and (j).	<input type="text" value="\$"/>	(l)

Transfer the amount at (l) to **D** item **D4**. Go to step 6.

6 Select the code letter that best describes your circumstances at the time you incurred the expenses.

- K** The self-education maintained or improved a skill or specific knowledge required for your work activities as an employee.
- I** You could show that the self-education was leading to, or was likely to lead to, increased income from your work activities as an employee.
- O** Other circumstances existed which established a direct connection between your self-education and your work activities as an employee.

7 Print your code letter from step 6 in the **CLAIM TYPE** box at **D**.

D5

Other work-related expenses

Other work-related expenses are expenses you incurred as an employee and have not already claimed anywhere else on your tax return. These include:

- union fees and subscriptions to trade, business or professional associations
- certain overtime meal expenses
- professional seminars, courses, conferences and workshops
- reference books, technical journals and trade magazines
- the work-related portion of safety items such as hard hats, safety glasses, sunscreens and other protective items due to COVID-19
- the work-related portion of some computer, phone and home office expenses
- the work-related portion of tools and equipment and professional libraries (you may be able to claim an immediate deduction for the full cost of depreciating assets costing \$300 or less; for more information see the *Guide to depreciating assets 2021*).

You can claim overtime meal expenses only if you were paid an overtime meal allowance under an industrial law, award or agreement and you have included the amount of the overtime meal allowance as income at item **2**. You must have purchased and consumed the meal during your overtime. If your claim is more than \$31.95 per meal, you must have written evidence, such as receipts, which show the cost of the meals.

You cannot claim a deduction for the decline in value of items provided to you by your employer, or if your employer paid or reimbursed you for some or all of the cost of those items, and the benefit was exempt from fringe benefits tax.

The temporary optional shortcut method introduced last year due to COVID-19 can be used for expenses incurred from 1 July 2020 to 30 June 2021 if you were working from home. For more information, go to ato.gov.au and search for 'employees working from home'.

To use our Home office expenses calculator, go to ato.gov.au and search for 'Home office expenses calculator'.

D5 Other work-related expenses

For more information about what you can claim at this item, go to ato.gov.au/instructions2021 and read question D5.

Did you have any other work-related expenses?

No Go to question D6.

Yes Read on.

Answering this question

You may need:

- receipts, invoices or written evidence
- statements from your bank, building society or credit union
- your income statement or *PAYG payment summary – individual non-business*
- your income statement or *PAYG payment summary – foreign employment*.

If your total claim for all work-related expenses exceeds \$300, you must have written evidence.

To work out the amount you can claim for depreciating assets, read the *Guide to depreciating assets 2021* (NAT 1996). Go to ato.gov.au/instructions2021 to get a copy of this publication.

You must claim at this item any other work-related expenses incurred in earning income shown on an income statement or a *PAYG payment summary – foreign employment*, provided you have not already claimed the expense anywhere else on your tax return.

Completing your tax return

1 Add up all the expenses that you can claim at this item.

2 Write the total at E item D5.

D6

Low-value pool deduction

This question is about claiming a deduction for the decline in value of **low-cost** and **low-value** assets that you:

- used in the course of producing income you show on your tax return, and
- allocated to what is called a **low-value pool**.

Low-cost assets are depreciating assets that cost less than \$1,000.

Low-value assets are depreciating assets that are not low-cost assets but which, on 1 July 2020, had an opening adjustable value of less than \$1,000 under the diminishing value method.

Assets you can allocate to a low-value pool include assets you use:

- in your work as an employee (see questions D1 to D5), or
- to gain rental income (see question 21 in the *Individual tax return instructions supplement 2021*).

If you claim the deduction at this item, do not claim it at items D1 to D5 and 21.

If your low-value pool contains only assets used in business, you should lodge your tax return using *myTax* or a registered tax agent.

If you are unable to use *myTax* or a registered tax agent, contact us on **13 28 66** and we will mail you a paper tax return and Business and professional items schedule.

Did you allocate assets to a low-value pool in 2020–21 or in a previous year?

No Go to question D7.

Yes Read on.

Answering this question

- You must go to ato.gov.au/instructions2021 to complete this question.

Completing your tax return

- 1 Go to ato.gov.au/instructions2021 and complete worksheet 1 in question D6.

Transfer the amount you worked out at (i) on worksheet 1 to **K** item **D6**.

- 2 You will need the closing pool balance for 2020–21 to calculate your low-value pool deduction for 2021–22. Go to ato.gov.au/instructions2021 and complete worksheet 2 in question D6. Keep a record of your 2020–21 closing pool balance for your 2021–22 tax return.

D7

Interest deductions

Did you incur expenses in earning the interest you declared at item 10?

Expenses include:

- bank or other financial institution account-keeping fees for accounts held for investment purposes
- 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.

No Go to question **D8**.

Yes Read on.

Answering this question

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

If you had a joint account or if you shared an interest-earning investment, show only your share of the joint expenses.

- You must go to ato.gov.au/instructions2021 and read question D7 if any of the following apply:
 - you borrowed money for both private and investment purposes
 - you used equipment, such as a computer, for both private purposes and to manage your investments.

Completing your tax return

- 1 Add up all your deductions for this item.
- 2 Write the total at **I** item **D7**.

D8

Dividend deductions

Did you incur expenses in earning the dividend income you declared at item 11?

Expenses include:

- fees for investment advice relating to changes in the mix of your investments
- interest paid on money borrowed to purchase shares or similar investments
- costs relating to managing your investments, such as travel and buying specialist investment journals or subscriptions.

You must also complete this item if your dividends included an amount for capital gain from a listed investment company (LIC).

No Go to question **D9**.

Yes Read on.

➤ You must go to ato.gov.au/instructions2021 to:

- read question D8, and
- get a copy of *You and your shares 2021* (NAT 2632)

if any of the following apply:

- you had interest on investments under a capital protected borrowing – this interest may not be fully deductible
- you had interest on borrowings relating to certain overseas investments – your claim may be affected by the thin capitalisation rules.

Completing your tax return

- 1 Add up all your deductions for this item.
- 2 Write the total at **H** item **D8**.

Answering this question

If you had joint share investments or similar shared investments, show only your share of joint expenses.

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

You will need the dividend statements that you used at item **11** that show the dividends received from a LIC.

If you were an Australian resident for tax purposes 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 appears separately on your dividend statement.

D9

Gifts or donations

Did you make a gift or donation of \$2 or more to an approved organisation?

Your receipt should show whether your donation is tax-deductible.

To check whether an organisation is an approved organisation, contact them or go to abn.business.gov.au

Generally, you cannot claim a deduction for a gift or donation if you received something in return (for example, raffle tickets or a dinner).

No Go to question **D10**.

Yes Read on.

Answering this question

If you made one or more donations of \$2 or more to bucket collections conducted by an approved organisation for natural disaster victims, you can claim a tax deduction of up to \$10 for the total of those contributions without a receipt.

You can go to ato.gov.au/instructions2021 and read question D9 for more information about gifts and donations.

➤ You must go to ato.gov.au/instructions2021 and read question D9 if you had any of the following:

- gifts of property and shares
- contributions to fund-raising events
- political donations.

Completing your tax return

- 1 Add up the amounts of all gifts and donations you are entitled to claim.
- 2 Write the total at **J** item **D9**.

D10

Cost of managing tax affairs

Did you incur expenses in managing your tax affairs?

No Go to **Deductions from the supplementary section of your tax return**.

Yes Read on.

Answering this question

The cost of managing your tax affairs includes:

- interest charges we imposed on you
- litigation costs (including court and Administrative Appeals Tribunal fees, and solicitor, barrister and other legal costs you incurred in managing your tax affairs)
- other expenses you incurred in managing your tax affairs, including:
 - preparing and lodging your tax return and activity statements
 - fees paid to a recognised tax adviser for preparing and lodging your tax return
 - travel to obtain tax advice from a recognised tax adviser
 - buying tax reference material
 - dealing with us about your tax affairs.

You can also claim any costs you incurred in complying with your legal obligations relating to another person's tax affairs.

You cannot claim:

- the cost of tax advice given by a person who is not a recognised tax adviser
- a deduction for tax shortfall and other penalties for failing to meet your obligations.

➤ You must go to ato.gov.au/instructions2021 and read question D10 if any of the following apply:

- you want to claim a deduction for an interest charge we imposed on you
- you want to find out if your tax adviser is a recognised tax adviser.

Deductions from the supplementary section of your tax return

Completing your tax return

- 1 Separate the costs of managing your tax affairs into the following three components:
 - interest charged by the ATO
 - litigation costs
 - other expenses incurred in managing your tax affairs.
- 2 Add up the costs for each component.
- 3 Write the total cost for each component at **D10** as follows:
 - interest charged by the ATO at **N**
 - litigation costs at **L**
 - other expenses incurred in managing your tax affairs at **M**.

Do you have any deductions that are shown on the supplementary section of your tax return?

If you are unsure, read **Will you need *Individual tax return instructions supplement 2021?*** on page 3.

No Go to **Total deductions**.

Yes You must complete the relevant deduction questions on the *Tax return for individuals (supplementary section) 2021*, then read on.

Completing your tax return

- 1 Transfer the amount you wrote at **TOTAL SUPPLEMENT DEDUCTIONS** on page 15 of your tax return (supplementary section) to **D** on page 4 of your tax return.

Total deductions

Completing your tax return

- 1 Add up the deductions you claimed at items **D1** to **D10** and **D** on page 4 of your tax return.

If you did not claim any deductions on the *Tax return for individuals (supplementary section) 2021* you will not have an amount at **D**.
- 2 Write the result at **TOTAL DEDUCTIONS** on your tax return.

Subtotal

Completing your tax return

If you show income at **TOTAL INCOME OR LOSS** on page 3 of your tax return:

- take away the amount at **TOTAL DEDUCTIONS** from the amount at **TOTAL INCOME OR LOSS**
- write the result at **SUBTOTAL**
- if the amount at **SUBTOTAL** is less than zero, print **L** in the **LOSS** box at the right of the amount.

If you show a loss at **TOTAL INCOME OR LOSS** on page 3 of your tax return:

- add the amount at **TOTAL DEDUCTIONS** to the amount at **TOTAL INCOME OR LOSS**
- write the result at **SUBTOTAL**
- print **L** in the **LOSS** box at the right of the amount.

L1

Tax losses of earlier income years

Do you have tax losses from earlier income years?

- No** Go to **Taxable income or loss.**
Yes Read on.

Do not show at this item:

- capital losses
- expenses and losses you incurred in earning foreign income
- deferred non-commercial business losses from a prior income year.

Answering this question

Complete this item if you have a tax loss from an earlier income year which you have not claimed as a deduction.

You may have a tax loss at item **L1** in 2020–21 which you may be able to claim as a deduction. You must complete this item whether or not you are able to claim a deduction for the loss in 2020–21.

To complete this item on your tax return you will need records of your tax losses from earlier income years.

- You must go to **ato.gov.au/instructions2021** to complete this question.

Completing your tax return

- 1 Go to **ato.gov.au/instructions2021** to work out your tax losses of earlier income years, and use the worksheets in question L1.
- 2 Write the relevant amounts at item **L1**.

Taxable income or loss

Did you show amounts at F or Z at item L1?

No Go to step 1.

Yes Go to step 2.

Completing your tax return

- 1 Transfer the amount you have shown at **SUBTOTAL** on page 4 of your tax return to **TAXABLE INCOME OR LOSS**.

If the amount is less than zero, print **L** in the **LOSS** box at the right of the amount. Keep a record of this amount to work out your tax losses of earlier income years for next year.

You have now completed this section. Go to question **T1**.

- 2 Add up the amounts at **F** and **Z** at item **L1**. Take the total away from the amount you wrote at **SUBTOTAL**.

- 3 Write the result at **TAXABLE INCOME OR LOSS** on your tax return.

You cannot have a loss at **TAXABLE INCOME OR LOSS** if you had amounts at **F** or **Z**.

T1

Seniors and pensioners (includes self-funded retirees)

You can claim the seniors and pensioners tax offset if you met all the conditions relating to:

- eligibility for Australian Government pensions or allowances, and
- income.

If you had a spouse:

- you also need to work out whether they were eligible
- you may not get the seniors and pensioners tax offset even if you meet all the eligibility conditions as the amount of the tax offset is based on your individual rebate income, not your combined rebate income.

For the meaning of combined rebate income and spouse, see **Definitions** on pages 71 and 74.

You cannot claim this tax offset if you were in jail for the whole of 2020–21.

If you are eligible for this tax offset, we use the information you provide at this question to work out the amount of your tax offset for you.

You can also use the beneficiary tax offset and seniors and pensioners tax offset calculator:

- to work out whether you are eligible for this tax offset
- to get an estimate of your tax offset.

Go to ato.gov.au and search for 'pensioner tax offset calculator'.

Answering this question

Condition 1: Eligibility for Australian Government pensions and similar payments

Did any of the following apply to you in 2020–21?

- A** You showed at item **6** on your tax return:
- an Australian Government pension or allowance from Centrelink, or
 - a pension, allowance or benefit from the Department of Veterans' Affairs (DVA).
- B** You met the Centrelink age pension age requirement and were eligible for an Australian Government age pension during 2020–21, but did not receive it because you did not make a claim or because of the income test or the assets test, **and** you satisfied one of the following:
- you had been an Australian resident for age-pension purposes for 10 years or more, of which at least five years were continuous
 - you had a qualifying residence exemption because you arrived in Australia as a refugee or under a special humanitarian program
 - you received a partner allowance, a widow allowance, or a widow B pension, immediately before turning age pension age
 - you are a woman who was widowed in Australia, and
 - you and your late partner were Australian residents when your late partner died
 - you are currently in Australia, and
 - you have been an Australian resident for at least the last two years
 - you are a woman and on 19 March 2020
 - you were receiving a wife pension and you were not receiving a carer allowance **or**
 - you were receiving a special needs widow B pension
 - you would have qualified for an age pension under an international social security agreement.

To find out whether you meet the Centrelink age pension age requirement, see **Definitions** on page 73.

If you are not sure whether you were eligible for a payment, go to servicesaustralia.gov.au or phone Services Australia on **13 23 00**.

- C** You met the veteran pension age test and were eligible for a pension, allowance or benefit from Veterans' Affairs during 2020–21, but did not receive it because you did not make a claim, or because of the income test or the assets test, **and** you were:
- a veteran with eligible war service, or
 - a Commonwealth veteran, allied veteran or allied mariner with qualifying service.

To find out whether you meet the veteran pension age test, see **Definitions** on page 75.

If you are not sure whether you were eligible for a payment, go to dva.gov.au or phone Veterans' Affairs on **1800 555 254**.

- Yes** You meet **condition 1**. Go to **condition 2**.
- No** You are not eligible for this tax offset. Go to question **T2**.

Condition 2: Income

You must work out your rebate income to answer this question. You can use the worksheet on page 73, or to use our Income tests calculator, go to ato.gov.au and search for 'Income tests calculator'.

Did any of the following apply to you in 2020–21?

- You did not have a spouse, and your rebate income was less than \$50,119.
- You had a spouse, and the combined rebate income of you and your spouse was less than \$83,580.
- At any time during 2020–21
 - you and your spouse **had to live apart due to illness** or because one of you was in a nursing home, and
 - the combined rebate income of you and your spouse was less than \$95,198.

No You are not eligible for this tax offset. Go to question **T2**.

Yes You meet **condition 2**. Read on.

T1 Seniors and pensioners (includes self-funded retirees)

Completing your tax return

- 1 Use the table below and select all the code letters that applied to you at any time in 2020–21.

Seniors and pensioners tax offset code letters	
You were single, separated or widowed.	A
You and your spouse: <ul style="list-style-type: none">■ were both eligible for the seniors and pensioners tax offset, and■ had to live apart due to illness or lived apart because one of you was in a nursing home.	B
<ul style="list-style-type: none">■ Your spouse was not eligible for the seniors and pensioners tax offset, and■ you and your spouse had to live apart due to illness, or lived apart because one of you was in a nursing home.	C
You and your spouse: <ul style="list-style-type: none">■ lived together, and■ were both eligible for the seniors and pensioners tax offset.	D
You and your spouse: <ul style="list-style-type: none">■ lived together, and■ your spouse was not eligible for the seniors and pensioners tax offset.	E

'Had to live apart due to illness' refers to situations where you and your spouse did not live together because one or both of you had an indefinitely continuing illness or infirmity and, as a result, your combined living expenses were increased.

Did more than one code letter from the previous table apply?

- No** Go to step 2.
- Yes** Use the first code letter that applied to you from the previous table, unless one of the two circumstances below applied to you.
- Both **A** and **B** applied, and your spouse's taxable income was less than **\$18,334** use code **B**.
 - Both **A** and **D** applied, and your spouse's taxable income was less than **\$12,494** use code **D**.

Your spouse's taxable income is the amount you show at **O** on page 9 of your tax return.

- 2 Print your code letter in the **TAX OFFSET CODE** box at **N** item **T1**.

3 Are you or your spouse a veteran, war widow or war widower?

- No** Go to step 4.
- Yes** Select the veteran code letter that applies to you.

Veteran code letters	
You were a veteran, war widow or war widower.	V
Your spouse was a veteran, war widow or war widower.	W
Both V and W applied to you.	X

Print the code letter in the **VETERAN CODE** box at **Y** item **T1**.

- 4 You must read **Income tests** on pages 60–65 and complete all Income tests items.
- 5 If you had a spouse during 2020–21 you must complete **Spouse details – married or de facto** on pages 8–9 of your tax return.

T2

Australian superannuation income stream

Have you shown income from an Australian superannuation income stream at item 7 on your tax return?

No Go to **Tax offsets from the supplementary section of your tax return.**

Yes You may be entitled to a tax offset. Read on.

Any unused portion of tax offset

If both you and your spouse are eligible for the seniors and pensioners tax offset and one of you does not use it all, the unused portion may be available for transfer to the other person. We will work this out automatically and transfer any entitlement.

To work out whether there is any unused spouse's seniors and pensioners tax offset available to transfer to you, we do not take your spouse's other credits and tax offsets into account.

Answering this question

➤ You must go to **ato.gov.au/instructions2021** and read question **T2** if any of the following apply.

You received:

- a capped defined benefit income stream, and
 - you turned 60 years old during 2020–21, or
 - you were 60 years old or older on 1 July 2020 and started that income stream for the first time during 2020–21, or
 - you were under 60 years old on 30 June 2021 and that income stream is a death benefit income stream where the deceased was 60 years old or older.
- a superannuation income stream lump sum payment in arrears.
- a superannuation income stream (including a death benefit income stream) with an untaxed element which is not a capped defined benefit income stream and you are aged 60 years old or older.

Tax offsets from the supplementary section of your tax return

Completing your tax return

1 Were you under 60 years old at any time in 2020–21?

Yes Add up the tax offsets shown on your payment summaries. Write the total at **S** item **T2**. Go to **Tax offsets from the supplementary section of your tax return**.

No Read on.

2 Did you include an amount at Assessable amount from capped defined benefit income stream at **M** item **7**?

Yes You are not entitled to a tax offset on your untaxed element. Go to **Tax offsets from the supplementary section of your tax return**.

No Complete **worksheet 1**.

Are you entitled to any tax offsets that are shown on the supplementary section of your tax return?

If you are unsure, read **Will you need Individual tax return instructions supplement 2021?** on page 3.

No Go to **Total tax offsets**.

Yes You must complete the relevant tax offset questions on the *Tax return for individuals (supplementary section) 2021*, then read on.

Completing your tax return

1 Transfer the amount you wrote at **TOTAL SUPPLEMENT TAX OFFSETS** on page 16 of your tax return (supplementary section) to **T** on page 5 of your tax return.

Worksheet 1

Defined benefit income cap	\$100,000	(a)
Your total taxed element and tax free components	\$	(b)
Subtract (b) from (a)	\$	(c)
Your total untaxed element	\$	(d)
Write the lesser of (c) and (d)	\$	(e)
Multiply (e) by 10%.	\$	(f)

Transfer the amount at (f) to **S** item **T2**.

Total tax offsets

Completing your tax return

1 Add up all the tax offset amounts you claimed at items **T2** and **T** on your tax return. (We work out the amounts at items **T1** automatically.)

If you did not claim any tax offsets in the *Tax return for individuals (supplementary section) 2021* you will not have an amount at **T**.

2 Write the total at **TOTAL TAX OFFSETS** on page 5 of your tax return.

Adjustments that you show on the supplementary section of your tax return

Completing your tax return

Did you receive a distribution during 2020–21 on which family trust distribution tax has been paid?

Yes Read question **A5** in *Individual tax return instructions supplement 2021*. You may be entitled to an adjustment.

No Read on.

Did you make a payment to us more than 14 days before the due date for payment?

Yes Read question **C1** in *Individual tax return instructions supplement 2021*. You may be able to claim credit for interest on early payments.

No Go to **M1**.

M1

Medicare levy reduction or exemption

Australian residents for tax purposes are subject to a Medicare levy of 2% of their taxable income unless they qualify for a reduction or exemption.

If you were not an Australian resident for tax purposes for all of 2020–21, you may be exempt from the Medicare levy. See Part B to work out whether you are exempt.

For the meaning of Australian resident for tax purposes, see **Definitions** on page 71.

A Medicare levy reduction is based on your taxable income. A Medicare levy exemption is based on specific categories. You need to consider your eligibility for a reduction or an exemption separately.

Part A – Medicare levy reduction

Answering this question

Your eligibility for a Medicare levy reduction is based on your taxable income, your spouse's taxable income and the number of dependent children you have.

Your taxable income must be equal to or less than the relevant upper threshold in **table 1** for you to qualify for a reduction. If your taxable income is equal to or less than the relevant lower threshold, you do not pay the Medicare levy.

We will work out any reduction for you.

Table 1

Medicare levy thresholds		
Category	Lower threshold	Upper threshold
Taxpayers entitled to seniors and pensioners tax offset	\$36,705	\$45,881
All other taxpayers	\$23,226	\$29,032

If you have a spouse, you may not get the seniors and pensioners tax offset even if you meet all the eligibility conditions as the amount of the tax offset is based on your individual rebate income, not your combined rebate income. If you do not get the offset, merely being eligible

M1 Medicare levy reduction or exemption

for it will not entitle you to a Medicare Levy reduction. For the meaning of spouse, see **Definitions** on page 74.

If you were single and you had no dependent children during 2020–21, go to **Part B – Medicare levy exemption**.

A dependent child is any child:

- who was an Australian resident whom you maintained in 2020–21, and
- whose adjusted taxable income (ATI) was less than the relevant ATI amount.

For the meaning of dependent child, see **Definitions** on page 72.

Reductions based on family income

Family taxable income is:

- the combined taxable incomes of you and your spouse (including a spouse who died during 2020–21), or
- your taxable income if you were a sole parent with a dependent child or dependent children.

Your family taxable income must be equal to or less than the limits in **table 2** for you to qualify for a reduction:

Table 2

Family taxable income limit	
Taxpayers entitled to seniors and pensioners tax offset	\$63,867
All other taxpayers	\$48,958
Increase the family taxable income limit by \$4,496 for each dependent child.	

If you are a sole parent, you can increase your family taxable income limit for a dependent child only if the family tax benefit is payable to you for that dependent child.

If, in 2020–21, you:

- received a superannuation lump sum, and
- had reached your preservation age and were under 60 years old when you received the superannuation lump sum

go to ato.gov.au/instructions2021 and read question M1 for more information on how this affects your taxable income, or family taxable income.

For the meaning of preservation age, see **Definitions** on page 73.

Is your family taxable income below the relevant limit?

- No** You do not qualify for a Medicare levy reduction based on family taxable income. Read **Part B – Medicare levy exemption** to see if you qualify for an exemption.
- Yes** Go to step 1.

Completing your tax return

- 1 Write the number of your dependent children at **Y** item **M1**.
- 2 Read **Part B – Medicare levy exemption** to see if you qualify for an exemption.

Part B – Medicare levy exemption

Answering this question

You may qualify for an exemption from paying the Medicare levy if you were in any of the following three exemption categories at any time in 2020–21:

- medical
- foreign resident
- not entitled to Medicare benefits.

Were you in one of the above exemption categories at anytime in 2020–21?

- No** Leave **V** and **W** item **M1** blank. Go to question **M2**.
- Yes** Read on.

For the meaning of dependant and maintaining a dependant, see **Definitions** on pages 71 and 72.

Category 1: Medical

In 2020–21, did one of the following circumstances apply to you?

- You were a blind pensioner
- You received sickness allowance from Centrelink
- You were entitled to full free medical treatment for all conditions under defence force arrangements or Veterans’ Affairs Repatriation Health Card (Gold Card).

No You do not qualify for an exemption under **Category 1**. Go to **Category 2**.

Yes Read on.

During the period the **Category 1** circumstance applied to you, you must also meet one of the following conditions:

Condition	Exemption that applies
You had no dependants.	Full
Each of your dependants (including your spouse if you had one): <ul style="list-style-type: none"> ■ was in one of the exemption categories, or ■ had to pay the Medicare levy. 	Full
You had dependent children who were not in an exemption category but who were also dependants of your spouse, and your spouse: <ul style="list-style-type: none"> ■ had to pay the Medicare levy, or ■ met at least one of the Category 1 circumstances and you have completed a family agreement (see Definitions on page 72) stating that your spouse will pay the half levy for your joint dependants. 	Full
You had at least one dependant (for example, a spouse) who: <ul style="list-style-type: none"> ■ was not in an exemption category, and ■ did not have to pay the Medicare levy. 	Half

Condition	Exemption that applies
You were single or separated and you: <ul style="list-style-type: none"> ■ had a dependent child who was not in a Medicare levy exemption category, and ■ were entitled to FTB Part A or the rental assistance component of FTB Part A for that child, and ■ were in a shared-care arrangement (see Definitions on page 74). Then exemption from the Medicare levy is on the following basis: <ul style="list-style-type: none"> ■ for the days that you had care of your dependent child ■ for the days that you did not have care of your dependent child. 	Half Full
You had a spouse who met at least one of the Category 1 circumstances and you had a dependent child who: <ul style="list-style-type: none"> ■ was not in an exemption category, and ■ was dependent on both of you. In this case, either you or your spouse can claim a full exemption and the other can claim a half exemption by completing a family agreement (see Definitions on page 72).	Full or Half

Did you qualify for a Category 1 exemption for all or any of 2020–21?

No You do not qualify for a Medicare levy exemption under **Category 1**. Go to **Category 2**.

Yes You qualify for a Medicare levy exemption for that period. Go to **Completing your tax return – Medicare levy exemption**.

M1 Medicare levy reduction or exemption

Category 2: Foreign residents

Were you a foreign resident for tax purposes at any time during 2020–21?

- No** You do not qualify for a Medicare levy exemption under **Category 2**. Go to **Category 3**.
- Yes** Read on.

If you were a foreign resident for tax purposes for all of 2020–21, you can claim a full exemption for the year (365 days).

If you were a foreign resident for tax purposes for only part of 2020–21, you can claim a full exemption for that period if:

- you did not have any dependants for that period, or
- all your dependants were in an exemption category for that period.

Go to **Completing your tax return – Medicare levy exemption**.

Category 3: Not entitled to Medicare benefits

In 2020–21:

- did you have a Medicare entitlement statement because you were a temporary resident for Medicare purposes, or
- were you a member of a diplomatic mission or consular post in Australia (or a member of such person's family and you were living with them) and
 - you do not ordinarily live in Australia, and
 - you were not an Australian citizen

and

- you did not have any dependants for that period, or
- all your dependants were in an exemption category for that period?

No You do not qualify for a Medicare levy exemption under **Category 3**. Leave **V** and **W** item **M1** blank.

You have now finished this question. Go to question **M2**.

Yes You qualify for a full exemption. Read on.

Completing your tax return – Medicare levy exemption

- 1** Work out the number of days for which you can claim a full exemption and the number of days for which you can claim a half exemption.

The maximum number of days you can claim is 365. If you have overlapping qualifying periods, count the days in those overlapping periods only once. If a full exemption period overlaps a half exemption period, count the overlapping days as a full exemption period.

- 2** Write the number of days you qualify for a full exemption at **V** item **M1**.

Write the number of days you qualify for a half exemption at **W** item **M1**.

If you were a temporary resident for Medicare purposes and have a Medicare entitlement statement from Services Australia covering a period in 2020–21 (see Category 3), print **C** in the **CLAIM TYPE** box. Otherwise leave the **CLAIM TYPE** box blank.

We will work out your exemption entitlement.

M2

Medicare levy surcharge

This question is compulsory.

Depending on your income for Medicare levy surcharge (MLS) purposes, the MLS rate is 1%, 1.25% or 1.5% of:

- your taxable income
- your total reportable fringe benefits, and
- any amount on which family trust distribution tax has been paid.

You may have to pay the MLS if:

- you or your dependants (including your spouse, even if they had their own income) did not have an 'appropriate level of private patient hospital cover' for the whole of 2020–21, and
- your income for MLS purposes was above a certain amount.

If you are not sure whether you had an 'appropriate level of private patient hospital cover' during 2020–21, contact your health insurer. You can also ask your health insurer for a statement showing the number of days that you and all your dependants had an appropriate level of health cover. For the meaning of appropriate level of private patient hospital cover, see **Definitions** on page 70.

Dependants

For this question, your dependants (regardless of their income) are your:

- spouse, even if they worked during 2020–21 or had their own income
- children under 21 years old
- children 21 to 24 years old who are studying full time at school, college or university.

Your dependants must have been Australian residents for tax purposes in 2020–21 and you must have contributed to their maintenance. For the meaning of Australian resident for tax purposes and maintaining a dependant, see **Definitions** on pages 71–2.

Did you and all your dependants have an 'appropriate level of private patient hospital cover' for the whole of 2020–21?

Yes Print **X** in the **Yes** box at **E** item **M2**. You have finished this question.

Make sure you complete **Private health insurance policy details**.

No Print **X** in the **No** box at **E** item **M2**. Read on.

Answering this question

Medicare levy surcharge exemptions

You are exempt from MLS for the whole of 2020–21 if you fit into one of the categories in **table 1** which depend on your circumstances and your income for MLS purposes.

To work out your income for MLS purposes, use **worksheet 1** on page 48 or go to **ato.gov.au** and search for 'Income tests calculator'.

Table 1

Exemption categories

For the **whole of** 2020–21, you and all of your dependants either:

- had an appropriate level of private patient hospital cover, or
- were in a Medicare levy exemption category (see question **M1**).

You were **single** for the **whole of** 2020–21, and:

- for the whole of 2020–21 you did not have a dependent child, and
- your income for MLS purposes was **\$90,000 or less**.

You were **single** for the **whole of** 2020–21, and:

- you had a dependent child for the whole of 2020–21, and
- your income for MLS purposes was **\$180,000 or less** (plus \$1,500 for each dependent child after the first).

Table 1

Exemption categories *continued*

<p>You were single for part of 2020–21, and:</p> <ul style="list-style-type: none"> ■ for the whole of 2020–21 you did not have a dependent child ■ your spouse did not die during the year, and ■ your income for MLS purposes was \$90,000 or less.
<p>You had a spouse (with or without dependent children) for the whole of 2020–21, and your combined income for MLS purposes was:</p> <ul style="list-style-type: none"> ■ \$180,000 or less (plus \$1,500 for each dependent child after the first), or ■ greater than \$180,000 (plus \$1,500 for each dependent child after the first) but your own income for MLS purposes was \$23,226 or less. <p>If you had a spouse on 1 July 2020, your spouse died during 2020–21 and you did not have another spouse on or before 30 June 2021, assume that you had a spouse for the whole of 2020–21 when you work out your MLS income.</p>

- You must go to ato.gov.au/instructions2021 and read question M2 if you did not fit into any of the categories in **table 1** on pages 46–7 and:
 - you were single for part of the year
 - you were widowed during the year
 - you became or ceased to be a sole parent
 - you or any of your dependants were covered for only part of the year, or
 - you are an overseas visitor with health cover.

Completing your tax return

1 If you had private patient hospital cover for any part of the year, you must complete **Private health insurance policy details**. See pages 49–51 and then read on below.

If you and all your dependants had an appropriate level of private patient hospital cover for the whole of 2020–21, print **X** in the **Yes** box at **E item M2**. You have now finished this question.

If you or any of your dependants did not have private patient hospital cover or only had cover for part of the year, print **X** in the **No** box at the right of **E item M2**.

Go to step 2.

2 If you were in an exemption category (see **table 1** on pages 46–7) for the whole of 2020–21, print **X** in the **Yes** box to the left of ‘You do not have to pay the surcharge’ and write **365** at **A item M2**. You have now finished this question. Go to **Private health insurance policy details**.

If you were not in an exemption category, print **X** in the **No** box to the left of ‘You may have to pay the surcharge’ and read on.

3 Write at **A item M2** the number of **days for which you do not have to pay MLS**.

If you do **not** have to pay MLS for any days during the period 1 July 2020 to 30 June 2021, write **365** at **A item M2**.

If you have to pay MLS for:

- the whole period 1 July 2020 to 30 June 2021, write **0** at **A item M2**
- part of the period 1 July 2020 to 30 June 2021, write the number of **days for which you do not have to pay MLS** at **A item M2**.

4 Write the number of dependent children you had during 2020–21 at **D item IT8**.

Make sure you complete:

- **Income tests** on page 8 of your tax return, and
- **Spouse details** if you had a spouse during the year, on pages 8–9 of your tax return.

M2 Medicare levy surcharge

Working out income for MLS purposes

Complete **worksheet 1** below to work out your income and your spouse's income (if you had one during the year) for MLS purposes. You can also go to ato.gov.au and search for 'Income tests calculator'.

If you received exempt foreign employment income, add it to taxable income at (a).

If your spouse received a lump sum payment in arrears which is either foreign income (shown at item **20**) or other income (shown at item **24**), then you must complete a schedule of additional information. You must go to ato.gov.au/instructions2021 and read question M2 to find out how to complete the schedule.

Worksheet 1

	You	Spouse
Taxable income from TAXABLE INCOME OR LOSS (excluding any assessable First home super saver released amount)	\$ <input type="text"/> (a)	\$ <input type="text"/> (a)
Total reportable fringe benefits amount (the sum of N and W item IT1)	\$ <input type="text"/> (b)	\$ <input type="text"/> (b)
Amount on which family trust distribution tax has been paid (from X item A5 supplementary section)	\$ <input type="text"/> (c)	\$ <input type="text"/> (c)
Net financial investment loss (from X item IT5)	\$ <input type="text"/> (d)	\$ <input type="text"/> (d)
Net rental property loss (from Y item IT6)	\$ <input type="text"/> (e)	\$ <input type="text"/> (e)
Reportable employer superannuation contributions (from T item IT2)	\$ <input type="text"/> (f)	\$ <input type="text"/> (f)
Deductible personal superannuation contributions (from H item D12 supplementary section)	\$ <input type="text"/> (g)	\$ <input type="text"/> (g)
Your spouse's share of the net income of a trust on which the trustee must pay tax and which has not been included at (a) (from T Spouse details)		\$ <input type="text"/> (h)
Add the amounts from (a) to (h) in each column.	\$ <input type="text"/> (i)	\$ <input type="text"/> (i)
If you or your spouse were aged from your preservation age to under 60 years old, write here the taxed element amount of superannuation lump sums (other than a death benefit) received during 2020–21 that do not exceed your or your spouse's low rate cap. To work out the taxed element, you must go to ato.gov.au/instructions2021 and read question M2. For the meaning of preservation age, see Definitions on page 73.	\$ <input type="text"/> (k)	\$ <input type="text"/> (k)
Take (k) away from (i). This is each individual's income for MLS purposes.	\$ <input type="text"/> (l)	\$ <input type="text"/> (l)
Add the amount from (l) in your column to the amount from (l) in your spouse's column.		\$ <input type="text"/> (n)
Your income for MLS purposes when you are single is the amount at (l) in your column. Your combined income for MLS purposes is the amount at (n).		

Private health insurance policy details

At any time during 2020–21:

- were you covered by a private health insurance policy, or
- did you pay for a dependent-child-only policy?

If you do not have your own policy, you may be covered as a:

- dependent child on your family policy if you were under 25 years old.

The government has proposed changes to *Private Health Insurance Act 2007*. The proposed changes:

- increase the maximum age for children to be covered as a dependent person under a family, single parent or dependent person-only private health insurance policy from under 25 years old to under 32 years old
- allow children with a disability, regardless of their age and marital status, to be covered as a dependent person under a family, single parent or dependent person-only private health insurance policy.

At the time of publishing, these changes had not yet become law. For more information, go to ato.gov.au/instructions2021 and read Private health insurance policy details.

For this question, the definition of a dependent child is affected by the rules of your health fund. If you are unsure about whether this applies to you, check your family private health insurance policy details or contact your insurer.

- No** Go to question **A1**.
Yes Read on.

We will use the information you provide at this question to work out your share of any private health insurance rebate entitlement. This may result in a tax offset or a liability.

For more information about the private health insurance rebate, go to ato.gov.au/privatehealthinsurance

Answering this question

It is optional for registered health insurers to provide you with a private health insurance statement. A statement will only be provided if you request one from your registered health insurer.

You may need a private health insurance statement when lodging your tax return. Contact your health insurer for a statement to ensure you use the correct details when completing your tax return.

If you were covered as a dependent child on a family policy, use the information shown on the statement for that policy.

Your tax return may be delayed if you do not use your statement and the private health insurance details you provide are incorrect.

If you are an overseas visitor who is not eligible for Medicare, and therefore not entitled to any private health insurance rebate, do not complete **Private health insurance policy details** on your tax return. For more information, go to ato.gov.au/privatehealthinsurance

Completing your tax return

Use the information shown on your statements to complete your tax return.

In most cases, there will be two rows of information on your private health insurance statement. One row relates to premiums you paid and any rebate you received before 1 April, and the other row relates to premiums you paid and any rebate you received on or after 1 April. Transfer to your tax return both rows of information as they appear on your private health insurance statement.

Transfer all rows of information separately to your tax return as they appear on your private health insurance statement. Do not combine the rows of information.

If you had more than one private health insurance policy, complete the following steps for each row of information on your statement for each policy.

If you have more than four rows of information on your statement, you will need to provide additional information. Go to ato.gov.au/instructions2021 and read Private health insurance policy details for further instructions.

- 1 Transfer the health insurer ID shown at **B** on your statement to **B Health insurer ID** on your tax return.
- 2 Transfer your private health insurance membership number shown at **C** on your statement to **C Membership number** on your tax return.

3 Were you covered as a dependent child on a private health insurance policy?

Yes You are not entitled to a private health insurance rebate, however you may be exempt from paying the Medicare levy surcharge.

Print **F** in the **Tax claim code** box on your tax return. If you have more than one row of information to transfer from your statement to your tax return that relate to the same membership number, print **F** in the **Tax claim code** box in each row.

You have now finished this question. Go to question **A1**.

No Read on.

4 Transfer the whole dollar amount shown at **J** on your statement to **J Your premiums eligible for Australian Government rebate** on your tax return. Do not show percentage figures at **J**.

5 Transfer the whole dollar amount shown at **K** on your statement to **K Your Australian Government rebate received** on your tax return. Do not show percentage figures at **K**.

6 Transfer the number shown at **L** on your statement to **L Benefit Code** on your tax return.

Working out your tax claim code

7 On 30 June 2021, were you:

Single? Go to step 8.

Married or de facto? (If your spouse died during 2020–21 and you did not have another spouse on or before 30 June 2021, you are treated as if you had a spouse on 30 June 2021.) Go to step 9.

8 Select the code letter that best describes your circumstances.

You have no dependants. **A**

You have a dependent child (they can be your child or a sibling who is dependent on you for economic support), or you paid for a dependent-child-only policy.

If you are a single parent with a dependent child, select tax claim code **B** to ensure that we apply the family thresholds when income testing your private health insurance rebate entitlement. **B**

Print the code letter in the **Tax claim code** box on your tax return. If you have more than one row of information to transfer from your statement to your tax return that relate to the same membership number, print the same code letter in the **Tax claim code** box in each row.

You have now finished this question. Go to question **A1**.

9 Are you claiming your spouse's share of the rebate?

You can choose to claim your spouse's share of the rebate on their behalf if both of you meet all of the following three criteria.

Both of you:

- were covered under the same policy
- were covered for the same period of time
- were together on 30 June 2021.

Alternatively, your spouse can claim for both of you. You and your spouse must agree that only one of you will claim.

Yes Print **C** in the **Tax claim code** box on your tax return. If you have more than one row of information to transfer from your statement to your tax return that relate to the same membership number, print **C** in the **Tax claim code** box in each row.

Go to step 11.

No Read on.

11 You must provide information about your spouse's private health insurance in **Private health insurance policy details** on your tax return.

You will need your spouse's private health insurance statement.

Repeat steps 1 to 6 using the information on your spouse's statement. Print **D** in the **Tax claim code** box on your tax return. If you have more than one row of information to transfer from your spouse's statement to your tax return, print **D** in the **Tax claim code** box in each row.

When you have finished entering information from your spouse's statement, the number of rows with **Tax claim code D** must equal the number of rows with **Tax claim code C** for the same health insurer ID and membership number.

For example, if there are two rows with the same health insurer ID and membership number with **Tax claim code C**, there should also be two rows having the same ID and membership number with **Tax claim code D**.

10 Select the code letter that best describes your circumstances.

You are claiming your share of the rebate, or you are a parent claiming for a dependent-child-only policy.	C
--	----------

Your spouse is claiming your share of the rebate.	E
---	----------

Print the code letter in the **Tax claim code** box on your tax return. If you have more than one row of information to transfer from your statement to your tax return that relate to the same membership number, print the same code letter in the **Tax claim code** box in each row.

You have now finished this question. Go to question **A1**.

A1

Under 18

If you were under 18 years old on 30 June 2021, you must complete this item or you may be taxed at a higher rate than necessary.

Were you under 18 years old on 30 June 2021?

No Go to question **A2**.

Yes Read on.

Answering this question

Did any of the following categories apply to you?

On **30 June 2021** were you:

- working full time, or you had worked full time for three months or more in 2020–21 (ignoring full-time work that was followed by full-time study), and were intending to
 - work full time for most or all of 2021–22, and
 - not study full time in 2021–22
- entitled to a disability support pension or someone was entitled to a carer allowance to care for you
- permanently blind
- disabled and were likely to suffer from that disability permanently or for an extended period
- entitled to a double orphan pension, and you received little or no financial support from your relatives
- unable to work full time because of a permanent mental or physical disability, and you received little or no financial support from your relatives, or
- the main beneficiary of a special disability trust?

No Go to step 2.

Yes Read on.

Completing your tax return

1 Write **0** at **J** item **A1**. Then print the code letter **A** in the **TYPE** box at the right of **J**.

You have now finished this question. Go to question **A2**.

2 Add up the following income amounts which you have shown on your tax return:

- employment income
- taxable pensions or payments from Centrelink or the Department of Veterans' Affairs
- compensation, superannuation or pension fund benefits
- income from a deceased person's estate
- income from property transferred to you as a result of another's death or family breakdown, or to satisfy a claim for damages for an injury you suffered
- income from your own business
- income from a partnership in which you were an active partner
- net capital gains from the disposal of any of the property or investments referred to above
- income from investment of amounts referred to above.

3 Add up all your deductions that relate to the income from step 2 (see the **Deductions** section on pages 23–36). Take away the total of those deductions from the total income you worked out at step 2.

4 Write the amount from step 3 at **J** item **A1**.

If the amount from step 3 is \$0 or less, or you do not have any of the income listed at step 2, write **0** at **J** item **A1**.

5 Print the code letter **M** in the **TYPE** box at the right of **J** item **A1**.

If the amount from step 4 included income from primary production, you will need to provide a schedule of additional information. You must go to ato.gov.au/instructions2021 and read question A1 to find out how to complete the schedule.

A2

Part-year tax-free threshold

In 2020–21 did you:

- become an Australian resident for tax purposes, or
- stop being an Australian resident for tax purposes?

If you are not sure whether you are an Australian resident for tax purposes, see **Definitions** on page 71.

No Go to question **A3**.

Yes Read on.

Did you receive any Australian Government pension or allowance, which you showed at item 5 or item 6?

No Go to **Completing your tax return**.

Yes Read on.

Was this amount only for:

- youth allowance
- JobSeeker payment
- a sickness allowance
- a special benefit, or
- a payment under the Community Development Employment Projects (CDEP) Scheme?

Yes Go to **Completing your tax return**.

No You are entitled to the full tax-free threshold. You do not need to answer this question. Go to question **A3**.

Completing your tax return

- 1 Write the date you became, or stopped being, an Australian resident for tax purposes in the **Date** box at item **A2**.
- 2 Write at **N** the number of months that you were an Australian resident for tax purposes up to 30 June 2021, counting the month during which you became, or stopped being, a resident for tax purposes. For example:
 - if you became a resident for tax purposes in November 2020 and remained a resident for the rest of the income year, you write 8.
 - if you stopped being a resident for tax purposes in September 2020, you write 3.

A3

Government super contributions

Super co-contribution

Did all of the following apply to you?

- You made an eligible personal super contribution (not including amounts which you are claiming as a deduction and not including an eligible Downsizer contribution) to a complying super fund or retirement savings account.
- You did not exceed your non-concessional contributions cap.
- Your total superannuation balance at 30 June 2020 was less than \$1,600,000.
- You were under 71 years old on 30 June 2021.
- Your total income for 2020–21, was less than \$54,837.
- 10% or more of your total income was from employment or business income (including from a partnership) or a combination of both.
- You did not hold a temporary visa at any time during 2020–21 (unless you are a New Zealand citizen or it was a prescribed visa).

Total income for the purposes of super co-contribution equals:

- your assessable income, plus
- your reportable fringe benefits total, plus
- the total of your reportable employer super contributions (RESC), less
- any assessable First home super saver released amount, less
- any allowable business deductions.

Your total RESC is reduced (but not below zero) by any excess concessional contributions included in your assessable income.

Assessable income is your income before taking deductions into account.

You can go to ato.gov.au/instructions2021 to find out about eligible personal super contributions, contribution caps and your total superannuation balance.

No You are not eligible for a super co-contribution. Go to **Low income super tax offset**.

Yes Go to **Answering this question**.

Low income super tax offset

Did all of the following apply to you?

- Your adjusted taxable income (ATI) was less than or equal to \$37,000.
- Concessional contributions were made to your complying super fund.
- 10% or more of your total income was from employment or business income (including from a partnership) or a combination of both.
- You did not hold a temporary visa at any time during 2020–21 (unless you are a New Zealand citizen or it was a prescribed visa).

Total income for the purposes of the low income super tax offset equals:

- your assessable income, plus
- your reportable fringe benefits total, plus
- the total of your reportable employer super contributions (RESC), less
- any assessable First home super saver released amount.

Your total RESC is reduced (but not below zero) by any excess concessional contributions included in your assessable income.

Assessable income is your income before taking deductions into account.

You can go to ato.gov.au/instructions2021 to find out about concessional contributions and calculating your ATI.

No You are not eligible for a low income super tax offset. Go to question **A4**.

Yes Read on.

Did you receive income from a partnership, which you show at item 13 of your tax return (supplementary section)?

No You may be eligible for a low income super tax offset. We will work out the amount for you. Go to question **A4**.

Yes Read on.

Answering this question

Did you show any of the following on the supplementary section of your tax return?

- An amount at items **14**, **15** or **16**
- A loss at **N** or **O** item **13**

Yes You should lodge your tax return using *myTax* or a registered tax agent. If you are unable to use *myTax* or a registered tax agent, contact us on **13 28 66** and we will mail you a paper tax return and Business and professional items schedule.

No Read on.

Did you have income from any of the following, which you show on the supplementary section of your tax return?

- Deposits or repayments from the farm management deposits scheme (item **17**)
- Forestry managed investment scheme income (item **23**) or deductions (item **D14**)
- Other income (item **24**)

For information on these types of income, go to ato.gov.au/instructions2021

No Go to **Completing your tax return**.

Yes Before you answer this question, you must complete the *Tax return for individuals (supplementary section) 2021*.

To answer this question, you must use the *Government super contributions workbook 2021* (NAT 73495).

To get a copy of this publication, go to ato.gov.au/instructions2021, then read on.

Completing your tax return

Do any of the following apply to you?

- You had income from a partnership shown at item **13** (supplementary section).
- You were in a joint income group and you have deductions for 2020–21 for any of the following joint income:
 - interest shown at item **10**
 - dividends shown at item **11**
 - distributions from trusts shown at **L**, **U** or **C** item **13** (supplementary section)
 - foreign entities income shown at **K** or **B** item **19** (supplementary section)
 - foreign source income shown at **E** or **F** item **20** (supplementary section)
 - rental income shown at **P** item **21** (supplementary section)
 - bonuses from life insurance companies and friendly societies shown at **W** item **22** (supplementary section).

You were in a joint income group if you owned income-producing assets with another person or persons, for example, if you had a joint bank account or co-owned a rental property.

No Go to step 4.

Yes Read on.

1 Complete **worksheet 1**.

You will need to transfer amounts from your tax return.

Worksheet 1

Interest and dividend income	
Amount from L item 10	\$ <input type="text"/> (a)
Amount from S item 11	\$ <input type="text"/> (b)
Amount from T item 11	\$ <input type="text"/> (c)
Amount from U item 11	\$ <input type="text"/> (d)
Trust distributions (supplementary section)	
Amount from L item 13	\$ <input type="text"/> (e)
Amount from U item 13	\$ <input type="text"/> (f)
Amount from C item 13	\$ <input type="text"/> (g)
Foreign entities income (supplementary section)	
Amount from K item 19	\$ <input type="text"/> (h)
Amount from B item 19	\$ <input type="text"/> (j)
Foreign source income (supplementary section)	
Amount from E item 20	\$ <input type="text"/> (k)
Amount from F item 20	\$ <input type="text"/> (l)

Rental income (supplementary section)	
Amount from P item 21	\$ <input type="text"/> (m)
Bonuses (supplementary section)	
Amount from W item 22	\$ <input type="text"/> (n)
Add all amounts from (a) to (n).	\$ <input type="text"/> (p)

Transfer the amount at (p) to (u) in **worksheet 3**. Then work through steps 2 to 8.

2

Were you in a joint income group in 2020–21?

No Go to step 3 and write **0** at (v) in **worksheet 3**.

Yes Complete **worksheet 2**.

Worksheet 2

For each joint income group you were in, write:

- your share of income in column (q)
- your share of deductions in column (r)
- the **lesser amount** from columns (q) and (r) in column (s).

If you showed partnership distributions at item **13**, do not include them in **worksheet 2**.

Worksheet 2

Joint income group	(q) Income	(r) Deductions	(s) Lesser amount
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Add your lesser amounts.			\$ <input type="text"/> (t)

Transfer the amount at (t) to (v) in **worksheet 3**.

3 Complete **worksheet 3**.

Add all distributions of income from partnerships that you took into account in calculating the total amount shown at **N** and **O** item **13** of your tax return (supplementary section). Do not include your share of any partnership loss.

Write the total at (x).

Worksheet 3

Amount from (p) in worksheet 1	\$ <input type="text"/> (u)
Amount from (t) in worksheet 2	\$ <input type="text"/> (v)
Take (v) away from (u).	\$ <input type="text"/> (w)
Distributions of income worked out at step 3	\$ <input type="text"/> (x)
Add (w) and (x).	\$ <input type="text"/> (y)

Transfer the amount at (y) to **F** item **A3**. If (y) is zero, print **C** in the **CODE** box at **F**.

4 Did you show any 2020–21 employment income or business income on your tax return other than at any of the following items?

- **1, 2, 3, 4** (other than death benefits), **B** at item **12**, **IT1** or **IT2** on your tax return
- **P1** or **P8** on your *Business and professional items schedule for individuals 2021*.

This may include foreign employment income shown at **T** and **U** item **20**.

- Yes** Write the total of these amounts at (z) in **worksheet 4** on page 58 then go to step 5.
- No** Read on.

5 Did you receive a share of income from a partnership carrying on a business in which you were a partner? (Ignore any partnership losses distributed to you.)

- Yes** Write the total of these amounts at (aa) in **worksheet 4** on page 58 then go to step 6.
- No** Read on.

6

Did you show:

- income other than employment or business income, or
- employment or business income that related to another income year

at any of the following items?

- **1, 2, 3, 4** (other than death benefits), **B** at item **12, IT1** or **IT2** on your tax return
- **P1** or **P8** on your *Business and professional items schedule for individuals 2021*.

This income may include:

- parental leave pay or dad and partner pay you received in 2020–21 after your employment ceased
- employment or business income you received in 2020–21 that relates to an earlier income year, such as back payments of salary, wages or unused leave paid as a lump sum.

Yes Write the total of these amounts at (cc) in **worksheet 4** below, then go to step 7.

No Read on.

7

Complete **worksheet 4**.

Worksheet 4

Amount you worked out at step 4	\$ <input type="text"/>	(z)
Amount you worked out at step 5	\$ <input type="text"/>	(aa)
Add (z) and (aa).	\$ <input type="text"/>	(bb)
Amount you worked out at step 6	\$ <input type="text"/>	(cc)
Take (cc) away from (bb).	\$ <input type="text"/>	(dd)

Transfer the amount at (dd) to **G** item **A3**. If the amount is negative, print **L** in the **LOSS** box at **G**. Read on.

8

Did you have business deductions in 2020–21 other than those you included in the deduction items at item P8 in the *Business and professional items schedule for individuals 2021*?

Examples include:

- your share of a partnership loss from a business that was included in the amount at **N** or **O** at item **13**
- deductions at **X** or **Y** at item **13** which relate to the business income portion of a partnership distribution
- personal service income deductions at item **P1** on the *Business and professional items schedule for individuals 2021* which relate to carrying on your business
- deductions included at **D10** for costs involved in managing your business tax affairs as a sole trader or partnership business.

No Write **0** at **H** item **A3**, then go to question **A4**.

Yes Write the total amount of these amounts at **H** item **A3** on page 7 of your tax return, then go to question **A4**.

A4

Working holiday maker net income

Were you on a 417 or 462 working holiday visa at any time during 2020–21?

- No** Go to **Income tests**.
Yes Read on.

Answering this question

Your **working holiday maker net income** is the income you earned or derived while you were on a 417 or 462 working holiday visa, less deductions relating to earning that income.

The first \$45,000 of your working holiday maker net income is taxed at 15%. All other income is taxed according to your residency status.

Working out your working holiday maker net income

- 1 Add up your working holiday maker income, that is salary and wages, that:
 - you showed at item **1** on your tax return, and
 - you earned or derived while you were on a 417 or 462 visa.

In most cases, income statements and payment summaries from your employer will show the payment type **H** to indicate that you earned or derived working holiday maker income.

If your income statement or payment summary does not show the payment type **H** but you earned or derived the income while you were on a 417 or 462 visa, then include that income in this step.

You must also show the payment type **H** against this income at item **1**.

- 2 Add up your working holiday maker income, other than salary and wages, that
 - you showed on your tax return, and
 - you earned or derived during 2020–21 while you were on a 417 or 462 visa.
- 3 Add together the totals from step 1 and step 2 to get your gross working holiday maker income.
- 4 Subtract any deductions at **D1** to **D10** that relate to earning your working holiday maker income. The result is your working holiday maker **net** income.

If this amount is less than zero, your working holiday maker **net** income is \$0.

The example below explains how to:

- work out your working holiday maker net income, and
- complete this item.

Example

Kiara is on a working holiday in Australia, on a 417 visa.

Between September 2020 and June 2021 Kiara worked on a number of farms in NSW and earned a total of \$30,000. Her deductions relating to this income are \$800.

Kiara will show \$29,200 at **D** item **A4** (\$30,000 income from the farms less \$800 deductions relating to earning that income).

Kiara also includes her deductions in the deductions section of the tax return.

Completing your tax return

Write at **D** your working holiday maker net income.

Income tests

You must complete all questions in this section of your tax return. Where the amount is zero, write **0**.

We use income tests to work out whether you:

- can claim certain tax offsets and the amount you are entitled to receive
- can receive some government benefits or concessions
- are entitled to a rebate for your private health insurance
- must pay tax
- must pay Medicare levy surcharge
- have a Higher Education Loan Program, Vocational Education and Training Student Loan, Student Financial Supplement Scheme, Student Start-up Loan, ABSTUDY Student Start-up Loan or Trade Support Loan repayment liability.

We may also pass this information to other government agencies, such as Services Australia, to ensure you are receiving your correct entitlement to government benefits. It will also be used to determine any child support payments.

If you need more information on any of the income tests, go to ato.gov.au/instructions2021 and read the Income tests questions.

IT1

Total reportable fringe benefits amounts

Did you receive any reportable fringe benefits amounts of \$3,773 or more?

No Write **0** at both **N** and **W** item **IT1**. Go to question **IT2**.

Yes Read on.

Completing your tax return

- 1** Add up all the reportable fringe benefits amounts shown on your:
 - payment summaries with **Yes** selected at **Is the employer exempt from FBT under section 57A of the FBTA 1986?**
 - income statements at **Reportable fringe benefits – exempt amount**.

Write the total at **N** item **IT1**.

- 2** Add up all the reportable fringe benefits amounts shown on your:
 - payment summaries with **No** selected at **Is the employer exempt from FBT under section 57A of the FBTA 1986?**
 - income statements at **Reportable fringe benefits – non-exempt amount**.

Write the total at **W** item **IT1**.

Go to question **IT2**.

IT2

Reportable employer superannuation contributions

Did your employer make reportable employer superannuation contributions on your behalf?

No Write **0** at **T** item **IT2**. Go to question **IT3**.
Yes Read on.

These are made in addition to the compulsory contributions your employer must make. An example of a reportable employer superannuation contribution is a salary sacrificed amount.

If your payment summary or income statement shows a reportable employer superannuation contributions amount and you did not get your employer to make superannuation contributions in addition to their compulsory superannuation contributions, you should contact your employer before lodging your tax return to check that the figure is correct.

If your employer has incorrectly calculated the reportable employer superannuation contributions amount, ask them to provide you with a revised payment summary or income statement showing the correct amount.

Completing your tax return

- 1 Add up the reportable employer superannuation contributions amounts shown on your:
 - payment summaries
 - income statements.
- 2 Write the total at **T** item **IT2**. Go to question **IT3**.

IT3

Tax-free government pensions or benefits

Did you receive a tax-free government pension or benefit that is listed in Definitions on page 74?

No Write **0** at **U** item **IT3**. Go to question **IT4**.
Yes Read on.

Do not include at this item amounts you have already shown at questions **5**, **6** or **7**.

Completing your tax return

- 1 Add up the amount of tax-free pensions or benefits you received during 2020–21.
- 2 Write the total at **U** item **IT3**. Go to question **IT4**.

IT4

Target foreign income

Target foreign income is:

- income earned, derived or received from sources outside Australia
- a periodical payment by way of gifts or allowances from a source outside Australia
- a periodical benefit by way of gifts or allowances from a source outside Australia

provided that amount has neither been included in your taxable income, nor received in the form of a fringe benefit.

You must include 'exempt foreign employment income' from **N** item **20** in your target foreign income total, but do not include any other foreign income amount that you show elsewhere on your tax return.

For more information about target foreign income, go to ato.gov.au/instructions2021 and read question IT4.

Did you receive any target foreign income?

- No** Write **0** at **V** item **IT4**. Go to question **IT5**.
Yes Read on.

Completing your tax return

Show all foreign income in Australian dollars.

- 1 Add up all your target foreign income for 2020–21.
- 2 Write the total at **V** item **IT4**. Go to question **IT5**.

IT5

Net financial investment loss

Did you receive income from, or claim deductions for:

- shares in a company
- an investment in a managed investment scheme, including a forestry managed investment scheme
- rights or options for shares or managed investment schemes
- distributions from a partnership that included income or losses from an investment listed above
- any investment that is of a similar nature to those listed above?

- No** Write **0** at **X** item **IT5**. Go to question **IT6**.
Yes Read on.

The loss you show at this item is the amount by which your deductions relating to your financial investments exceed your income from those investments.

When calculating your net financial investment loss, do not include interest from your everyday transaction accounts.

Managed investment schemes

The investment manager will be able to tell you whether your investment is a managed investment scheme.

Managed investment schemes include:

- cash management trusts
- property trusts
- Australian equity (share) trusts
- agricultural schemes (which include horticultural, aquaculture and commercial horse breeding schemes).

Investments that are **not managed investment schemes** include:

- regulated superannuation funds
- approved deposit funds
- debentures issued by a body corporate
- franchises
- schemes operated by an Australian bank in the ordinary course of banking business (such as term deposits).

IT5 Net financial investment loss

Deductions

Deductions you can claim for an investment include expenses you pay to:

- borrow money to purchase an investment
- manage your investments
- obtain advice about changes in the mix of your investments.

For more information about Net financial investment loss, go to ato.gov.au/instructions2021 and read question IT5.

Completing your tax return

Complete **worksheet 1** below.

If you are a partner in one or more partnerships, add up your share of all net financial investment income and deduct your share of all net losses from the partnerships' financial investments. The statement of distribution from each partnership should show these amounts. Write the total at (q).

Worksheet 1

Financial investment income	
Dividends from Australian shares from item 11 :	
■ Unfranked amount	<input type="text"/> (a)
■ Franked amount	<input type="text"/> (b)
■ Franking credit	<input type="text"/> (c)
Managed investment scheme income included at U item 13	<input type="text"/> (d)
Share of franked distributions and franking credits from managed investment scheme included at C item 13	<input type="text"/> (e)
Dividend income or managed investment scheme income from foreign companies included at M item 20	<input type="text"/> (f)
Australian franking credits from a New Zealand franking company from F item 20	<input type="text"/> (g)

Forestry managed investment scheme income from A item 23	<input type="text"/> (h)
Any other assessable income from a financial investment	<input type="text"/> (i)
Add all amounts from (a) to (i).	<input type="text"/> (j)
Financial investment deductions	
Dividend deductions from Australian shares included at item D8	<input type="text"/> (k)
Managed investment scheme deductions included at Y item 13 and H item D8	<input type="text"/> (l)
Forestry managed investment scheme deductions from F item D14	<input type="text"/> (m)
Any other deductions attributable to a financial investment, including debt deductions at J item D15	<input type="text"/> (n)
Add all amounts from (k) to (n).	<input type="text"/> (o)
Take (o) away from (j). Show a loss as a negative.	<input type="text"/> (p)
Total partnerships investment net income or loss. Show a loss as a negative.	<input type="text"/> (q)
Add (p) and (q).	<input type="text"/> (r)
If the amount at (r) is negative, write this amount at X item IT5 . Otherwise write 0 at X and go to question IT6 .	

IT6

Net rental property loss

Did you earn rental income, claim rental deductions, or receive a partnership distribution that included rental income or losses?

No Write **0** at **Y** item **IT6**. Go to question **IT7**.

Yes Read on.

Completing your tax return

1 Complete **worksheet 1** to work out your net rental property loss.

Show loss amounts in **worksheet 1** as negative amounts (including totals).

At (c) write your share of net rental property income or loss from the partnership tax return statement of distribution.

At (d) write the net income or loss from carrying on a rental property business which you take into account in working out the amount at **Z** item **P8** of the *Business and professional items schedule for individuals 2021*. If this applies to you, then you should lodge your tax return using *myTax* or a registered tax agent.

If you are unable to use *myTax* or a registered tax agent, contact us on **13 28 66** and we will mail you a paper tax return and Business and professional items schedule.

At (f) write the total of the low-value pool deductions relating to your rental properties that you included at item **D6**.

Worksheet 1

Net rental property loss	
Net foreign rent (from R item 20)	<input type="text"/> (a)
Net rent (from item 21)	<input type="text"/> (b)
Share of net rental property income or loss	<input type="text"/> (c)
Net income or loss from rental property business	<input type="text"/> (d)
Add (a), (b), (c) and (d).	<input type="text"/> (e)
Total of the low-value pool deductions	<input type="text"/> (f)
Any other deductions attributable to a rental property, including debt deductions at J item D15	<input type="text"/> (g)
Add (f) and (g).	<input type="text"/> (h)
Take away (h) from (e).	<input type="text"/> (i)

2 If the amount at (i) in **worksheet 1** is negative (that is, a loss), write that amount at **Y** item **IT6**. Otherwise, write **0** at **Y** and go to question **IT7**.

IT7

Child support you paid

Did you pay amounts or provide benefits to another person for the maintenance of your child?

No Write **0** at **Z** item **IT7**. Go to question **IT8**.

Yes Read on.

Completing your tax return

- 1 Add up all the amounts you paid and benefits you provided for the maintenance of your child during 2020–21.
- 2 Write the total at **Z** item **IT7**. Go to question **IT8**.

IT8

Number of dependent children

Did you have any dependent children?

No Write **0** at **D** item **IT8**. Go to **Spouse details – married or de facto**.

Yes Read on.

For this question, regardless of their income, a dependent child is your child who is:

- under 21 years old, or
- 21 to 24 years old and a full-time student at a school, college or university.

The child must be an Australian resident and you must have contributed to their maintenance. For the meaning of Australian resident for tax purposes and maintaining a dependant, see **Definitions** on pages 71–2.

We use this information to determine whether you are entitled to an increase in the income test threshold for the:

- private health insurance rebate, and
- Medicare levy surcharge.

Completing your tax return

Write the number of your dependent children at **D** item **IT8**, then go to **Spouse details – married or de facto**.

Spouse details – married or de facto

Did you have a spouse during 2020–21?

Your spouse includes another person (of any sex) who:

- you were in a relationship with that was registered under a prescribed state or territory law
- although not legally married to you, lived with you on a genuine domestic basis in a relationship as a couple.

No Go to **Taxpayer's declaration** on page 10 of your tax return.

Yes Read on.

Answering this question

You will need details of your spouse's income. These can be obtained from:

- your spouse
- your spouse's *Tax return for individuals 2021* and *Tax return for individuals (supplementary section) 2021* if your spouse needed to complete them
- your spouse's income statement or *PAYG payment summary – individual non-business*
- if your spouse had child support obligations, the details of the amount of child support they paid (your spouse can get this information from Services Australia).

Including your spouse's income is important as it is used to work out whether:

- you are entitled to a rebate for your private health insurance
- you are entitled to the seniors and pensioners tax offset
- you are entitled to a Medicare levy reduction
- you must pay Medicare levy surcharge.

Seek the information required at this item from your spouse, whether they need to lodge or not. If you cannot find out any of the amounts required, you can make a reasonable estimate.

You will not be penalised for an incorrect estimate if you acted reasonably and in good faith.

If you had more than one spouse during 2020–21, complete this section with the details for your last spouse in 2020–21.

Completing your tax return

1 If you had a spouse during 2020–21 you must complete **Spouse details – married or de facto** on pages 8–9 of your tax return.

If you did not have a spouse during 2020–21, go to page 10 of your tax return and complete the **Taxpayer's declaration**.

2 Complete all of the labels relating to your spouse's income on page 9 of your tax return using the information in the tables below. If an amount is zero, write **0**. If you were unable to obtain the information about your spouse's income, provide the best estimate possible.

If you need more information, go to ato.gov.au/instructions2021 and read Spouse details.

Label	Explanation
O	At O write your spouse's 2020–21 taxable income (excluding any assessable First home super saver released amount). You will usually find your spouse's taxable income on their tax return or notice of assessment. If the amount is a loss, write 0 .
T	At T write the amount of net income of a trust that the trustee was liable to pay tax on because your spouse was under a legal disability, for example, they were a person who: <ul style="list-style-type: none"> ■ was bankrupt ■ was declared legally incapable because of a mental condition, or ■ was under 18 years old on 30 June 2021. Do not include an amount that has already been included in your spouse's taxable income; for example, at O . Check the trust distribution statements.
U	At U write the amount shown at X item A5 on your spouse's tax return (supplementary section).
R	At R write the amount shown at N item IT1 on your spouse's tax return.
S	At S write the amount shown at W item IT1 on your spouse's tax return.

Label	Explanation
P	At P write the amount shown at item 6 on your spouse's tax return.
Q	<p>At Q write the amount of any of the following exempt pension income that your spouse received in 2020–21:</p> <ul style="list-style-type: none"> ■ disability support pension paid under Part 2.3 of the <i>Social Security Act 1991</i> ■ youth disability supplement if you receive disability support pension ■ carer payment paid under Part 2.5 of the <i>Social Security Act 1991</i> ■ invalidity service pension paid under Division 4 of Part III of the <i>Veterans' Entitlements Act 1986</i> ■ partner service pension paid under Division 5 of Part III of the <i>Veterans' Entitlements Act 1986</i>. <p>Make sure you include only your spouse's exempt pension income.</p> <p>Do not include at Q any of the exempt payments listed at B below.</p>
A	<p>At A write the total of the amounts shown at:</p> <ul style="list-style-type: none"> ■ T item IT2 on your spouse's tax return, and ■ H item D12 on your spouse's tax return (supplementary section).

Label	Explanation
B	<p>At B write the amount of the following tax-free government pensions your spouse received for 2020–21:</p> <ul style="list-style-type: none"> ■ a special rate disability pension paid under Part 6 of Chapter 4 of the <i>Military Rehabilitation and Compensation Act 2004</i> ■ a payment of compensation made under section 68, 71 or 75 of the <i>Military Rehabilitation and Compensation Act 2004</i> ■ a payment of the weekly amount mentioned in paragraph 234(1)(b) of the <i>Military Rehabilitation and Compensation Act 2004</i> ■ a pension for defence, peacekeeping or war-caused death or incapacity or any other pension granted under Part II or Part IV of the <i>Veterans' Entitlements Act 1986</i> ■ income support supplement paid under Part IIIA of the <i>Veterans' Entitlements Act 1986</i> ■ Defence Force income support allowance paid under Part VIIAB of the <i>Veterans' Entitlements Act 1986</i> <p>Do not include these amounts at Q above.</p>
C	<p>At C write the amount of any 'target foreign income' of your spouse during 2020–21. Target foreign income is any income, periodic payments or benefits by way of gifts or allowances that were:</p> <ul style="list-style-type: none"> ■ from sources outside Australia ■ not included in your spouse's taxable income, and ■ not fringe benefits. <p>You should include any exempt foreign employment income shown at N item 20 on your spouse's tax return (supplementary section). All foreign income must be converted to Australian dollars before you complete C.</p>

Label	Explanation
D	Add the amounts shown at IT5 and IT6 on your spouse's tax return and write the total at D .
E	At E write the total amount of child support payments or benefits your spouse provided to another person. Do not count any payments or benefits provided to you by your spouse unless you live apart on a permanent or indefinite basis.
F	At F write the amount you show at (k) in the 'Spouse' column on Worksheet 1 on page 48.

- 3** Complete the Family Assistance consent section on page 9 of your tax return only if you consent to use part or all of your 2021 tax refund to repay your spouse's Family Assistance debt.
- 4** Complete the **Taxpayer's Declaration** on page 10 of your tax return.

Checklist

CHECK THAT YOU HAVE...

- completed the Individual information on pages 1–2 of your tax return
- completed the appropriate details for electronic funds transfer to have your refund paid directly into a financial institution account
- completed all questions that are relevant to you, including
 - item **M2** which is **compulsory** for all taxpayers
 - **Private health insurance policy details** if required
 - **A1** if you were under 18 years old on 30 June 2021; this is compulsory and if not completed you may be taxed at a higher rate than necessary
 - **A4** if you were in Australia on either a 417 or 462 visa that allowed you to work and holiday; this is compulsory and if not completed you may be taxed at a higher rate than necessary
 - **IT1–IT8**
 - **Spouse details – married or de facto** if required
- filled in the code boxes, if you were asked to do so, at items **1, 3, 4, 8, TOTAL INCOME OR LOSS, D1, D3, D4, TAXABLE INCOME OR LOSS, T1, M1, Private health insurance policy details, A1** and **A3**
- written totals at
 - **TOTAL TAX WITHHELD**
 - **TOTAL SUPPLEMENT INCOME OR LOSS** (if applicable)
 - **TOTAL INCOME OR LOSS**
 - **TOTAL SUPPLEMENT DEDUCTIONS** (if applicable)
 - **TOTAL DEDUCTIONS**
 - **SUBTOTAL**
 - **TAXABLE INCOME OR LOSS**
 - **TOTAL SUPPLEMENT TAX OFFSETS** (if applicable)
 - **TOTAL TAX OFFSETS**
- read and completed the **Taxpayer's declaration** on page 10 of your tax return.

When can you expect your notice of assessment?

We aim to process tax returns within 10 weeks. If you lodged your tax return online using *myTax*, our standard processing time is two weeks.

Definitions

Some of the following definitions apply to all questions, while some only apply to specific questions. Each definition identifies which question it applies to.

ADJUSTED TAXABLE INCOME (all questions)

Adjusted taxable income (ATI) is an amount that is used most commonly to determine eligibility for certain tax offsets.

The following amounts are used to calculate a person's ATI:

- taxable income (excluding any assessable First home super saver released amount)
- reportable employer superannuation contributions
- deductible personal superannuation contributions
- adjusted fringe benefits total, which is the sum of
 - reportable fringe benefits amounts received from employers exempt from fringe benefits tax under section 57A of the *Fringe Benefits Tax Assessment Act 1986* multiplied by 0.53, and
 - reportable fringe benefits amounts from employers not exempt from fringe benefits tax under section 57A of the *Fringe Benefits Tax Assessment Act 1986*
- certain tax-free government pensions or benefits received by the person
- target foreign income
- net financial investment loss
- net rental property loss
- child support payments the person provided to another person.

To work out a person's ATI, go to ato.gov.au and search for 'Income tests calculator' or use the **ATI worksheet** on the next page. If you are using the calculator and you are working out the dependant's ATI for part of the year or the ATI of a deceased person, you need to read the instructions below.

If you are working out the ATI of a person for the whole year, you can get the amounts for the **ATI worksheet** from the person's tax return.

If you are working out a dependant's ATI for part of the year, you cannot use the figures from their tax return. Instead, you must work out the amounts for the period they were a dependant and complete the worksheet using these figures. The instructions at each question will tell you what to do.

If you are completing a tax return for a deceased person, or your spouse died during the year and you need to know their ATI for the whole of 2020–21, their ATI is the amount worked out with the calculator or at (k):

- divided by the number of days the person was alive in 2020–21, and
- multiplied by 365.

ATI worksheet

		You	Dependant 1	Dependant 2	Dependant 3
The period for which you need to work out the person's ATI	from: 1/7/2020 to: 30/6/2021				
The person's taxable income from TAXABLE INCOME OR LOSS (excluding any assessable First home super saver released amount). If taxable income is a loss, write 0 at (a).	(a)	\$	\$	\$	\$
The person's total reportable fringe benefits amounts from: N item IT1 , multiplied by 0.53 and rounded down to the nearest dollar, and W item IT1	(b)	\$	\$	\$	\$
The person's reportable employer superannuation contributions from T item IT2	(c)	\$	\$	\$	\$
The person's deductible personal superannuation contributions from H item D12	(d)	\$	\$	\$	\$
The person's tax-free government pensions or benefits from U item IT3	(e)	\$	\$	\$	\$
The person's target foreign income from V item IT4	(f)	\$	\$	\$	\$
The person's net financial investment loss from X item IT5	(g)	\$	\$	\$	\$
The person's net rental property loss from Y item IT6	(h)	\$	\$	\$	\$
Add all the amounts from (a) to (h).	(i)	\$	\$	\$	\$
Child support the person provided to a third party from Z item IT7	(j)	\$	\$	\$	\$
Take (j) away from (i). This is the person's ATI for the period.	(k)	\$	\$	\$	\$

APPROPRIATE LEVEL OF PRIVATE PATIENT HOSPITAL COVER (question M2)

An **appropriate level of private patient hospital cover** is cover provided by a registered health insurer for hospital treatment in Australia which has an excess of:

- \$750 or less (for a policy covering only one person), or
- \$1,500 or less (for all other policies).

Excess is the amount you pay before your health insurer pays for any claim you make.

General cover (formerly called ancillary cover) or 'extras' is not private patient hospital cover because it covers only items such as optical, dental, physiotherapy or chiropractic treatment.

AUSTRALIAN RESIDENT FOR TAX PURPOSES (all questions)

Generally, we consider you to be an **Australian resident for tax purposes** if you:

- have always lived in Australia or you have come to Australia and live here permanently
- have been in Australia continuously for six months or more, and for most of that time you worked in the one job and lived at the same place
- have been in Australia for more than six months during 2020–21, unless your usual home is overseas and you do not intend to live in Australia
- go overseas temporarily and you do not set up a permanent home in another country, or
- are an overseas student who has come to Australia to study and are enrolled in a course that is more than six months long.

If you need help in deciding whether or not you are an Australian resident for tax purposes, go to ato.gov.au/residency

CHILD (all questions)

Child includes:

- your adopted child, stepchild or ex-nuptial child
- your child born or adopted in 2020–21
- a child of your spouse, and
- someone who is your child within the meaning of the *Family Law Act 1975* (for example, a child who is considered to be a child of a person under a state or territory court order giving effect to a surrogacy agreement).

COMBINED REBATE INCOME (question T1)

The **combined rebate income** of you and your spouse is the total of:

- your rebate income
- your spouse's rebate income, and
- the amount on which the trustee of a trust was liable to pay tax in respect of your spouse because your spouse was under a legal disability, such as being an undischarged bankrupt or a person who was declared legally incapable because of a mental condition.

DEPENDANTS (question M1 for Medicare levy exemption)

For question **M1**, **dependant** means an Australian resident you maintained who was:

- your spouse
- your child under 21 years old, or
- your child, 21 to 24 years old, who was receiving full-time education at a school, college or university and whose adjusted taxable income (ATI, see pages 69–70) for the period you maintained the child was less than the total of \$282 plus \$28.92 for each week you maintained them.

See **Maintaining a dependant** on page 72.

If the parents of a child lived apart for all or part of the income year and the child was a dependant of each of them, the child is treated as an equal dependant of each parent. However, where a parent receives Family tax benefit (FTB) Part A for the child, including receiving only the rental assistance component, the child is a dependant of that parent for the number of days the child was in their care.

DEPENDANTS (question M2)

For question **M2**, your **dependants** (regardless of their income) are your:

- spouse, even if they worked during 2020–21 or had their own income
- children under 21 years old
- children who are 21 to 24 years old who are studying full-time at a school, college or university.

Your dependants must have been Australian residents in 2020–21 and you must have contributed to their maintenance.

DEPENDENT CHILD (question M1 for Medicare levy reduction)

A **dependent child** is any child who was an Australian resident whom you maintained in 2020–21 and whose adjusted taxable income (ATI, see pages 69–70) was less than:

Categories of dependent children	ATI if not maintained for the whole year	ATI if maintained for the whole year
Any child under 21 years old you maintained who was not a full-time student	For the first child: \$282 plus \$28.92 for each week you maintained them	For the first child: \$1,786
	For each additional child: \$282 plus \$21.70 for each week you maintained them	For each additional child: \$1,410
Any full-time student aged under 25 years old at a school, college or university	\$282 plus \$28.92 for each week you maintained them	\$1,786

FAMILY AGREEMENT (question M1)

A **family agreement** is a written agreement signed by you and your spouse. You complete a **family agreement** only if both you and your spouse would have to pay the Medicare levy were it not for your exemption category status. You do not need to send this agreement to us. Keep it with your records. The agreement must contain:

- the statement: “We agree that the Medicare levy exemption in respect of our dependants for 2020–21 will be claimed as follows.”
- name of person claiming the **full** exemption
- name of person claiming the **half** exemption
- your signature
- your spouse’s signature.

The agreement must be signed before the date the person claiming the full exemption lodges their tax return unless the Commissioner allows further time.

INCOME STATEMENT

If your employer is reporting through Single Touch Payroll your income statement replaces your payment summary.

You can access your income statement online in myGov. We update your income statement throughout the year when your employer pays you. If your income statement is:

- **tax ready**, your employer has finished with your income statement and you can use it to do your tax return
- **year to date** or **not tax ready**, your employer has not finished with your income statement. Your employer must finalise your information by 14 August.

INCUR OR INCURRED (all questions)

You **incur** an expense in an income year when you:

- receive a bill or invoice for an expense that you are liable for and must pay (even if you don’t pay it until after the end of the income year), or
- do not receive a bill or invoice but you are charged and you pay for the expense.

MAINTAINING A DEPENDANT (questions M1, M2 and IT8)

You **maintained a dependant** if any of the following applied:

- you both lived in the same house
- you gave them food, clothing and lodging
- you helped them to pay for their living, medical and educational costs.

If you had a spouse for the whole of 2020–21 and your spouse worked at any time during the year, we still consider you to have maintained your spouse as a dependant for the whole income year.

We consider you to have maintained a dependant even if the two of you were temporarily separated, for example, due to holidays or overseas travel.

If you maintained a dependant for only part of the year, you may need to adjust your claim accordingly.

PENSION AGE (question T1)

Centrelink	■ 66 years old or older
Veterans' Affairs	■ Veteran or war widow/widower ■ 60 years old or older and ■ meets the veteran pension age test

For more information about the veteran pension age test, see page 75.

PRESERVATION AGE (questions M1 and M2)

The minimum age a superannuation fund member may be able to access their preserved benefits. Your preservation age depends on when you were born, in accordance with the following table:

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 – 30 June 1961	56
1 July 1961 – 30 June 1962	57
1 July 1962 – 30 June 1963	58
1 July 1963 – 30 June 1964	59
From 1 July 1964	60

REBATE INCOME (question T1 and Do you need to lodge a tax return?)

Your **rebate income** determines whether you are eligible for the seniors and pensioners tax offset at **T1**.

To work out your rebate income, go to **ato.gov.au** and search for 'Income tests calculator' or use the following worksheet.

Rebate income worksheet

Your taxable income from **TAXABLE INCOME OR LOSS** on page 4 of your tax return (excluding any assessable First home super saver released amount)

If your taxable income is a loss, write **0** at (a). (a)

Your adjusted fringe benefits total, which is the sum of:

- **N** item **IT1** on page 8 of your tax return multiplied by 0.53 and rounded down to the nearest dollar, and

■ **W** item **IT1** on page 8 of your tax return (b)

Your reportable employer superannuation contributions

(from **T** item **IT2** on page 8 of your tax return) (c)

Your deductible personal superannuation contributions

(from **H** item **D12** on page 15 of the supplementary section of your tax return) (d)

Your net financial investment loss

(from **X** item **IT5** on page 8 of your tax return) (e)

Your net rental property loss

(from **Y** item **IT6** on page 8 of your tax return) (f)

Add up all the amounts from (a) to (f). This is your rebate income. (g)

SHARED CARE (question M1)

You had **shared care** if you, and your spouse if you had one, cared for your child for some of the income year, and someone else, such as a former spouse, cared for the child for the rest of the income year.

If you received family tax benefit (FTB) Part B as part of a shared-care arrangement, you will need to know your FTB shared-care percentage to calculate your spouse offset. Your FTB shared-care percentage is usually not the same as your 'shared care percentage' which appears on correspondence you have received from Services Australia.

If you do not know your FTB shared-care percentage, contact Services Australia (see the inside back cover for contact details).

SPOUSE (all questions)

Your **spouse** includes another person (of any sex) who, for 2020–21:

- you were in a relationship with that was registered under a prescribed state or territory law
- although not legally married to you, lived with you on a genuine domestic basis in a relationship as a couple.

TAX-FREE GOVERNMENT PENSIONS OR BENEFITS THAT ARE TAKEN INTO ACCOUNT IN THE INCOME TESTS (question IT3)

If you receive any of the government pensions or benefits listed below, you must include at item **IT3** the part of those pensions and benefits that are exempt from tax. In some cases, all of your pension or benefit could be exempt from tax, and in other cases only part of it might be.

Do not include any part of these pensions and benefits that is a bereavement payment, pharmaceutical allowance, rent assistance or remote area allowance, or language, literacy and numeracy supplement.

- Disability support pension paid by Centrelink to a person who is under age-pension age
- Youth disability supplement if you receive disability support pension
- Carer payment under Part 2.5 of the *Social Security Act 1991* (note this is not the 'carer allowance' under Part 2.19 of the *Social Security Act 1991*)

- Pension for defence, peacekeeping or war-caused death or incapacity or any other pension granted under Part II or Part IV of the *Veterans' Entitlement Act 1986*
- Invalidity service pension where the veteran is under age-pension age
- Partner service pension where either:
 - the partner and the veteran are under the age-pension age and the veteran is receiving an invalidity service pension, or
 - the partner is under age-pension age, the veteran has died and was receiving an invalidity service pension at the time of death
- Income support supplement paid under Part IIIA of the *Veterans' Entitlements Act 1986*
- A veteran payment under an instrument made under Part IIIAA of the *Veterans' Entitlements Act 1986*
- Defence Force income support allowance payable to you on a day when the whole of your social security pension or benefit, which is also payable to you on that day, is exempt from income tax under section 52-10 of the *Income Tax Assessment Act 1997*
- A special rate disability pension under Part 6 of Chapter 4 of the *Military Rehabilitation and Compensation Act 2004*
- A payment of compensation under section 68, 71 or 75 of the *Military Rehabilitation and Compensation Act 2004*
- A payment of the weekly amount mentioned in paragraph 234(1)(b) of the *Military Rehabilitation and Compensation Act 2004* (including a reduced weekly amount because of a choice under section 236 of that Act) or of a lump sum mentioned in subsection 236(5) of that Act

If you are not sure whether a government pension or benefit you have received is a tax-free government pension or benefit for the purpose of this question, phone **13 28 61**.

TRAVEL EXPENSE RECORDS (question D2)

	Domestic travel		Overseas travel	
	Written evidence	Travel diary ⁽¹⁾	Written evidence	Travel diary ⁽¹⁾
If you did not receive a travel allowance:				
■ travel less than 6 nights in a row	Yes	No	Yes	No
■ travel 6 or more nights in a row	Yes	Yes	Yes	Yes
If you received a travel allowance and your claim does not exceed the reasonable allowance amount:				
■ travel less than 6 nights in a row	No	No	No ⁽²⁾	No
■ travel 6 or more nights in a row	No	No	No ⁽²⁾	Yes ⁽³⁾
If you received a travel allowance and your claim exceeds the reasonable allowance amount:				
■ travel less than 6 nights in a row	Yes	No	Yes	No
■ travel 6 or more nights in a row	Yes	Yes	Yes	Yes ⁽³⁾

1 A travel diary is a document in which you record the nature, dates, places, times and duration of your activities and travel.

2 Written evidence is required for overseas accommodation expenses regardless of the length of the trip but not for food, drink and incidentals.

3 Members of international aircrews do not have to keep a travel diary if they limit their claim to the amount of the allowance received.

VETERAN PENSION AGE TEST (question T1)

You meet the **veteran pension age test** if one of the following applied to you and you were eligible for a pension, allowance or benefit under the *Veterans' Entitlements Act 1986*.

- You have eligible war service, that is, service in World War II or operational service as a member of the Australian Defence Force.
- You are a Commonwealth or allied veteran who served in a conflict in which the Australian Defence Force was engaged during a period of hostilities, that is, World War II, or in Korea, Malaya, Indonesia or Vietnam.
- You are an Australian or allied mariner who served during World War II.
- You are the war widow or widower of a former member of the Australian Defence Force.

'Pension, allowance or benefit' includes:

- disability pension
- service pension, and
- white or gold Repatriation health cards for treatment entitlements.

If you are not sure whether you meet the veteran pension age test, go to the Department of Veterans' Affairs at dva.gov.au or phone them on **13 32 54**.

Amounts that you do not pay tax on

You might have received amounts that you do not need to include as income on your tax return. We classify them into three different categories:

- **exempt income**
- **non-assessable non-exempt income**
- **other amounts** that are not taxable and do not affect any calculation on your tax return.

The most common types of exempt income, non-assessable non-exempt income and other amounts that are generally not taxable are listed below. If you are not sure whether a payment you have received is exempt income, non-assessable non-exempt income or is another non-taxable amount, phone **13 28 61**.

EXEMPT INCOME

Exempt Australian Government pensions, allowances and payments

- Carer adjustment payment (CAP)
- Carer payment where:
 - **both** the carer **and** the care receiver are under age-pension age, or
 - the carer is under age-pension age and any of the care receivers has died
- Defence Force income support allowance (DFISA) payable to you on a day when the whole of your social security pension or benefit, which is also payable to you on that day, is exempt from income tax under section 52-10 and sub-section 52-65(4) of the *Income Tax Assessment Act 1997*
- Disability support pension paid by Centrelink to a person who is under age-pension age
- Double orphan pension
- Invalidity service pension paid under the *Veterans' Entitlements Act 1986* where the veteran is under age-pension age
- Partner service pension where either:
 - the partner (excluding the non-illness separated spouse of a veteran) and the veteran are under age-pension age and the veteran receives an invalidity service pension, or
 - the partner is under age-pension age and the veteran has died and was receiving an invalidity service pension at the time of death
- Veterans' Affairs disability pension and allowances, war widows and war widowers pension

Lump sum bereavement payments received as part of any of the payments in the previous list are exempt only up to the tax-free amount. Phone **13 28 61** to find out how much of your payment is exempt.

Exempt Australian Government education payments

- Allowances for students under 16 years old, including those allowances paid under ABSTUDY, the Assistance for Isolated Children Scheme and the Veterans' Children Education Scheme
- Australian–American Educational Foundation (Fulbright Commission) grant
- Commonwealth scholarships or bursaries provided to foreign students
- Commonwealth secondary education assistance
- Endeavour awards research fellowships or an Endeavour Executive Award
- Language, literacy and numeracy supplement
- Payments under the Military Rehabilitation and Compensation Act Education and Training Scheme (MRCAETS) for eligible young persons whose eligibility was determined under:
 - paragraph 258(1)(a) of the *Military Rehabilitation and Compensation Act 2004* and the eligible young person was under 16 years old, or
 - paragraph 258(1)(b) of the *Military Rehabilitation and Compensation Act 2004*
- Pensioner education supplement and fares allowance paid by Centrelink
- Rent assistance paid to Austudy recipients
- Some scholarships and bursaries received by full-time students
- Supplementary allowances for students paid under the Assistance for Isolated Children Scheme
- The first \$1,000 of an apprenticeship early completion bonus provided under a specified state or territory scheme for occupations with skill shortages

Other exempt Australian Government payments

- Allowances you received as a volunteer in the Australian government funded Australian Volunteers Program
- Amounts you received directly, or which are paid to a person on your behalf, under the National Disability Insurance Scheme for approved reasonable and necessary supports funded under your plan

Amounts that you do not pay tax on

- Australian Government Disaster Recovery Payment
- Back to school bonus and single income family bonus paid under the *A New Tax System (Family Assistance) (Administration) Act 1999*
- Carer allowance paid under the *Social Security Act 1991*
- Child care subsidy
- Additional child care subsidy
- Child disability assistance under Part 2.19AA of the *Social Security Act 1991*
- DFISA bonus and DFISA bonus bereavement payment under Part VIIAB of the *Veterans' Entitlements Act 1986*
- Economic security strategy payment to families under the *A New Tax System (Family Assistance) (Administration) Act 1999* or under the scheme determined under Schedule 4 to the *Social Security and Other Legislation Amendment (Economic Security Strategy) Act 2008*
- Economic security strategy payment under the *Social Security Act 1991* or under the scheme determined under Schedule 4 to the *Social Security and Other Legislation Amendment (Economic Security Strategy) Act 2008*
- Economic support payments
- Education entry payment supplement under the *Social Security Act 1991*
- Energy supplement paid under Part 2.25B of the *Social Security Act 1991* or Part VIIAD of the *Veterans' Entitlements Act 1986*
- Family tax benefit
- Household Assistance Package payments which include:
 - Clean Energy Advance
 - Energy Supplement payments
 - Essential Medical Equipment payment
 - Single Income Family Supplement
- Loss of earnings allowance paid under the *Veterans' Entitlements Act 1986*
- Lump sum payment made under section 198N of the *Veterans' Entitlements Act 1986*
- Mobility allowance paid under the *Social Security Act 1991*
- Outer Regional and Remote (OR&R) payment made under the Better Start for Children with Disability initiative
- Outer Regional and Remote (OR&R) payment made under the Helping Children with Autism package
- Payment from the Thalidomide Australia Fixed Trust
- Payment for travelling expenses under Part 3 of the *Treatment Benefits (Special Access) Act 2019*
- Payment of pharmaceutical supplement made under Part 4 of the *Treatment Benefits (Special Access) Act 2019*
- Pension bonus and pension bonus bereavement payments under Part 2.2A of the *Social Security Act 1991* or Part IIIAB of the *Veterans' Entitlements Act 1986*
- Pharmaceutical allowances paid under the *Social Security Act 1991*
- Phone allowance paid under the *Social Security Act 1991*
- Prisoner of War Recognition Supplement payment under Part VIB of the *Veterans' Entitlements Act 1986*
- Quarterly pension supplement paid under the *Social Security Act 1991* or the *Veterans' Entitlements Act 1986*
- Remote area allowance
- Rent assistance
- Stillborn baby payment paid by Centrelink
- The ex-gratia payment from the Australian Government, known as the Disaster Recovery Allowance for special category visa (subclass 444) holders for a disaster:
 - that occurred in Australia during 2014–15 and future years, and
 - for which a determination under section 1061L of the *Social Security Act 1991* has been made
- The one-off energy assistance payment under the *Social Security Act 1991* or the *Veterans' Entitlement Act 1986*
- Utilities allowance paid under the *Social Security Act 1991*
- Veterans supplement paid under the *Veterans' Entitlements Act 1986*

Exempt Australian Defence Force and United Nations payments

- Certain pay and allowances for Australian Defence Force personnel (your employer will advise you if an amount is exempt)
- Compensation payments under the *Safety, Rehabilitation and Compensation Act 1988* for impairment or incapacity resulting from service with a United Nations armed force in an operation area described in Schedule 2 of the *Veterans' Entitlement Act 1986*
- Compensation payments made under the *Military Rehabilitation and Compensation Act 2004*, except those that are income-related payments
- F-111 desal/reseal ex-gratia lump sum payments
- Pay and allowances for part-time service in the Australian Naval, Army or Air Force Reserve
- Payments in relation to a recommendation by the Defence Force Ombudsman for abuse by a member of Defence
- Some allowances paid to Australian Defence Force personnel who served in prescribed overseas areas (your employer will advise you if an allowance is exempt)

Other exempt payments

- Certain amounts of interest paid by the Commonwealth on unclaimed money and property
- Certain annuities and lump sums which are paid to an injured person under a structured settlement
- Certain distributions from a pooled development fund
- Certain distributions from an early stage venture capital limited partnership
- Certain payments relating to persecution during the Second World War
- Certain profits or gains from disposal of shares in a pooled development fund
- Japanese internment compensation payments made under the *Compensation (Japanese Internment) Act 2001* or the *Veterans' Entitlements Act 1986*
- Storm assistance payments for storm damage sustained by primary producers on or around 25 October 2018 in Fassifern Valley Queensland
- Your share of certain profits or gains arising from disposal of investments by a venture capital limited partnership (VCLP), an early stage venture capital limited partnership (ESVCLP) or an Australian venture capital fund of funds (AFOF)

NON-ASSESSABLE NON-EXEMPT INCOME

The most common types of non-assessable non-exempt income are:

- superannuation lump sum death benefits received by
 - a dependant, or
 - someone who is not a dependant but received the benefit because of the death of a member of the Australian Defence Force or an Australian police force (including Australian Protective Services) who died in the line of duty
- tax-free superannuation lump sum benefits paid to a person with a terminal medical condition existing at the time when the lump sum was received or within 90 days after its receipt
- COVID-19 early release of superannuation payments
- amounts on which family trust distribution tax has been paid (see question **A5** in *Individual tax return instructions supplement 2021*)
- genuine redundancy payments and early retirement scheme payments shown as 'Lump sum D' amounts on your income statement or payment summary
- government super contributions
- National Rental Affordability Scheme payments or non-cash benefits paid (whether directly or indirectly, such as through an NRAS consortium of which you are a member) by a state or territory government or a relevant body established under a state or territory law
- special disaster assistance recovery grants
 - a recovery grant for floods in Australia from 25 January to 28 February 2019
 - a payment under the On-farm grant program to primary producers impacted by floods from 25 January to 28 February 2019 to replace or repair farm infrastructure, to restock, to replant or a similar purpose
- payments made from 1 January 2020 by a state or territory for your loss of income from you performing volunteer work with a fire service of a state or territory in 2019–20
- Disaster Recovery Allowance paid directly as a result of a bushfire which started in 2019–20
- Ex-gratia disaster income support allowance for special category visa (subclass 444) holders paid directly as a result of a bushfire which started in 2019–20
- payments by a state or territory relating to the 2019–20 bushfires under the *Disaster Recovery Funding Arrangements 2018*

Amounts that you do not pay tax on

- that part of the taxable component of a death benefit ETP below the 2020–21 cap of \$215,000 paid to a dependant
- the taxed element of a death benefit superannuation income stream paid from an account-based pension to a death benefit dependant where
 - the deceased was 60 years old or older at the time of their death, or
 - the recipient was 60 years old or older when they received the benefit
- the taxed element of a superannuation income stream or lump sum paid from an account-based pension received by a person 60 years old or older
- the tax-free component of a superannuation benefit paid from an account-based pension
- the tax-free component of an employment termination payment (ETP)

Tax-free income for temporary residents

If you are a temporary resident your foreign income is non-assessable non-exempt income, except income you earn from your employment overseas while you are a temporary resident.

You are a temporary resident if:

- you hold a temporary visa granted under the *Migration Act 1958*
- you are not an Australian resident within the meaning of the *Social Security Act 1991*, and
- your spouse (if you have one) is not an Australian resident within the meaning of the *Social Security Act 1991*.

If on 6 April 2006, or at any time since, you were an Australian resident for tax purposes but not a temporary resident, you are not entitled to the temporary resident exemptions from that time, even if you later held a temporary visa.

For more information, go to ato.gov.au and see *Foreign income exemption for temporary residents – introduction*.

OTHER AMOUNTS THAT YOU DO NOT PAY TAX ON

You do not pay tax on most child support and spouse maintenance payments.

There are other amounts that are generally not taxed, such as lottery winnings and inheritances.

For more information, go to ato.gov.au and search for 'Amounts not included as income'.

Important information

WHO CAN COMPLETE YOUR TAX RETURN?

You can get someone else to complete your tax return for you:

- A **family member or friend** can help you but they cannot charge you a fee.
- **Tax Help** is a free service provided by community volunteers trained to help people on low incomes prepare their tax returns. Tax Help volunteers do not charge a fee for their assistance. Tax Help operates out of approved community-based centres. To make an appointment, phone **13 28 61**.
- Only a **registered tax agent** can charge you a fee for preparing your tax return.

Whoever helps you:

- you, no one else, must sign your tax return
- you, no one else, are legally responsible for the accuracy of the information.

LODGE YOUR TAX RETURN BY 31 OCTOBER 2021

You have until 31 October 2021 to lodge your tax return, unless we have allowed you to lodge it later, or you have a later due date because a registered tax agent prepares your tax return.

If you cannot lodge your tax return by 31 October 2021 contact us as soon as possible, before 31 October 2021, to find out whether you can lodge at a later date.

Failure to lodge on time penalty

We may apply a penalty for failure to lodge on time if your tax return is not lodged by the due date.

Generally, we apply one penalty unit for every 28 days (or part thereof) that your tax return is overdue, to a maximum of five penalty units. For more information regarding penalty units, go to ato.gov.au and search for 'failure to lodge on time penalty'.

We may apply the penalty even where there is no tax payable. However, our policy is not to apply a penalty where:

- you lodge your tax return voluntarily, and
- no tax is payable.

WHERE TO SEND YOUR TAX RETURN

Within Australia

To lodge **online** using *myTax*, go to **ato.gov.au/lodgeonline**. Most *myTax* refunds are issued within two weeks.

To lodge a **paper** tax return, either:

- mail it in the pre-addressed envelope that came with it, or
- mail it in your own envelope and address it to
Australian Taxation Office
GPO Box 9845
(insert the name and postcode of your nearest capital city)

For example;

Australian Taxation Office
GPO Box 9845
SYDNEY NSW 2001

Most refunds for paper tax returns are processed within 10 weeks.

From overseas

To lodge online using *myTax*, go to **ato.gov.au/lodgeonline**. Most *myTax* refunds are issued within two weeks.

To lodge a **paper** tax return, either:

- mail it in the pre-addressed envelope that came with it, but first
 - cross out the barcode above the address
 - cross out **IN YOUR CAPITAL CITY**
 - write **SYDNEY NSW 2001, AUSTRALIA**
- mail it in your own envelope and address it to
Australian Taxation Office
GPO Box 9845
SYDNEY NSW 2001, AUSTRALIA

Most refunds for paper tax returns are processed within 10 weeks.

WHEN CAN YOU EXPECT YOUR NOTICE OF ASSESSMENT?

Our standard processing time for processing your tax return is:

- two weeks if you lodge online
- 10 weeks if you lodge on paper.

Your notice of assessment will be:

- sent to your *myGov* inbox, if you have a *myGov* account, regardless of whether you lodge online or on paper
- mailed to you, if you do not have a *myGov* account.

To check the progress of your tax return:

- go to **ato.gov.au/progressofreturn**
- phone **13 28 61** and
 - choose option **2** then option **1**, or
 - ask one of our customer service representatives to do a search for you.

YOUR RIGHT TO MAKE A COMPLAINT

Where you believe we have not met your expectations or not conducted ourselves as outlined in the Taxpayers' Charter, we support your right to make a complaint. We are committed to treating complaints seriously, dealing with them quickly, fairly and learning from them.

If you disagree with a technical decision (dispute or object to an ATO decision) we have made about your tax affairs, you have the right to have the decision reviewed through the formal process. For more information, go to **ato.gov.au** and search for 'dispute or object to an ATO decision'.

Before deciding to lodge a complaint, we recommend that you try to sort out the issue with the ATO officer you've been dealing with (or the phone number you've been given). If you are still not satisfied, talk to that officer's manager, and if you are still not satisfied, consider making a formal complaint.

HOW TO MAKE A COMPLAINT

To make a complaint:

- go to **ato.gov.au/complaints**
- phone our complaints line on **1800 199 010**
8am – 6pm, Monday to Friday (local time),
except national public holidays
- phone the National Relay Service on **13 36 77** (if you have a hearing, speech or communication impairment)
- send a fax to **1800 060 063**
- write to
Australian Taxation Office
PO Box 1271
ALBURY NSW 2640

If you have previously lodged a complaint and you are not satisfied with the way it is being handled, or with the outcome, you may request for your complaint to be escalated to a more senior officer. To escalate your complaint contact ATO Complaints on one of the methods listed above.

THE INSPECTOR-GENERAL OF TAXATION AND TAXATION OMBUDSMAN (IGTO)

The ATO will investigate your complaint and work closely with you in attempting to resolve your issue. However, if you're not satisfied, you may contact the IGTO at any time to raise your concerns. To contact the IGTO:

- go to **igt.gov.au**
- phone **1300 448 829**
- write to
Inspector-General of Taxation
and Taxation Ombudsman
GPO Box 551
SYDNEY NSW 2001

More information

WEBSITE

Go to ato.gov.au/instructions2021 for information on anything that you read in *Individual tax return instructions 2021*.

Our tools and calculators at ato.gov.au/calculators can help you complete your tax return.

PUBLICATIONS

To get publications, taxation rulings, practice statements and forms referred to in *Individual tax return instructions 2021* you can:

- go to our website ato.gov.au/publications
- phone our Publications Distribution Service **1300 720 092**

An automated self-help publications ordering service is available 24 hours a day, every day where you know the title of the publication. For each publication you order, quote the full title printed in *Individual tax return instructions 2021*.

PHONE

We can offer a more personalised service if you provide your tax file number (TFN) and have your last notice of assessment with you when you phone us. If you require access to your ATO records you will be asked to prove your identity by providing your personal details. These may include your TFN and either details from your last notice of assessment or other personal details.

Voiceprint

We have introduced a secure, fast and easy way to verify your identity over the phone.

The next time you call you may be invited to enrol your unique voiceprint, which you can then use to verify your identity. Make sure you have your tax file number ready when you call.

Our phone lines are open Monday to Friday 8.00am to 6.00pm except where otherwise indicated. Go to ato.gov.au/contactus for information on extended hours of service to the community.

You can find a list of our phone numbers in your White Pages.

ATO personal self-help **13 28 65**

Our automated phone service is available 24 hours a day, every day, so you can:

- check the progress of your refund
- find lost superannuation
- make an arrangement to pay a tax debt
- lodge your application for a refund of franking credits.

You need to quote your TFN to use **ATO personal self-help** services.

Individuals **13 28 61**

Phone between 8.00am and 6.00pm Monday to Friday. You can enquire about the following:

- lodging online using *myTax*
- pay as you go (PAYG), including instalment activity statements
- student loan schemes (HELP, SFSS, SSL, TSL and VSL)
- questions in *Individual tax return instructions 2021*
- capital gains, rental income, foreign income and other questions in *Individual tax return instructions supplement 2021*
- lodging your return
- your notice of assessment
- your income tax account, payment arrangements and lost refund cheques
- binding oral advice.

From overseas

- Phone **+61 2 6216 1111**
during our business hours, 8.00am to 5.00pm (Australian Eastern Standard or Daylight-saving Time) Monday to Friday. Our phone number may not work from all countries.
- Fax **+61 2 6216 2830**

Aboriginal and Torres Strait Islander **13 10 30**

This service specialises in helping Indigenous clients with their personal tax matters.

People with a hearing, speech or vision impairment

If you are deaf or have a hearing or speech impairment, you can contact us through the National Relay Service (NRS). For more information, go to relayservice.gov.au

For information about *Individual tax return instructions 2021* in accessible formats for people with vision impairment, go to the outside back cover.

Business **13 28 66**

Complaints

Go to ato.gov.au and select 'Contact us'

- Phone **1800 199 010**
- Fax **1800 060 063**

EFT **1800 802 308**

For enquiries about direct deposit of your tax refund

Services Australia Families line **13 61 50** (previously Department of Human Services)

Superannuation **13 10 20**

To report phoenix, tax evasion or black economy activity confidentially:

- Phone (FREECALL) **1800 060 062**
- Fax (FREECALL) **1800 804 544**
- Go to ato.gov.au/tipoff
- Mail Locked Bag 6050, Dandenong VIC 3175

