

2020 PERSONAL INCOME TAX RETURN CHECKLIST



We have provided you with this checklist to assist in gathering all your information for us to complete the 30 June 2020 income tax return.

Please return the completed checklist with the required information (not original documentation - copies only) to our office or via email.

Information Required	Information Provided	Not Applicable
INCOME		
PAYG Payment Summary from Employers: Include ETP's, Payment Summaries from Centrelink and Superannuation Pensions What is your main occupation _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Interest Received: Provide details of the financial institution including the account name, number and total TFN deducted	<input type="checkbox"/>	<input type="checkbox"/>
Dividends received: Copies of dividend advice – include dividends re-invested as DRPs	<input type="checkbox"/>	<input type="checkbox"/>
Trust & Partnership Distributions (including managed funds): Provide copies of trust and partnership annual 2020 taxation summary statements	<input type="checkbox"/>	<input type="checkbox"/>
Capital Gains/Losses: If you have made Capital Gains or Losses on Property, Shares or Other Investments (Australia & Overseas) please provide the contract and settlement statements for all purchases & sales (include all associated costs, e.g., legal costs, agent's commissions) Have you sold your main residence during 2020? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you sold any pre-CGT assets (purchased pre- 20 Sept 1985) during 2020? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Income: Details of overseas income (eg wages, interest, pensions, rental income and other – include any tax paid)	<input type="checkbox"/>	<input type="checkbox"/>
Other Income: eg. Business income, primary production (including stock on hand as at 30 June), foreign exchange gains & shares from employee share schemes.	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL PROPERTY:		
Please complete our Rental Property checklist for each rental property.	<input type="checkbox"/>	<input type="checkbox"/>
If you purchased or sold any property during the year, please complete page 2 of our Rental Property checklist	<input type="checkbox"/>	<input type="checkbox"/>
DEDUCTIONS		
Motor Vehicle Expenses: <i>If the motor vehicle was purchased during the year, please provide documents to support the purchase price and finance (if applicable).</i> If you keep a log book, please provide details/receipts for the following expenses: Registration \$_____ Insurance \$_____ Fuel \$_____ Repairs \$_____ Leasing expenses \$_____ Please also provide a copy of your logbook. <i>Note: Logbooks completed from the 2015/2016 year or later, can be used in the 2019/2020 year. A logbook is only valid for 5 years.</i> If you did not keep a log book, the above is not required. Instead provide the number of business kms travelled during the year: Kms Travelled _____ km	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Travel Expenses: Provide a summary of expenditure incurred including airfares, accommodation, meals, taxi, parking and incidentals as well as how the travel was related to your employment income.	<input type="checkbox"/>	<input type="checkbox"/>
Other Work Expenses: eg. Union fees, subscriptions, membership fees, computer expenses, mobile phone, internet, tools, books, journals, seminars, sun protection products. If you are claiming a deduction for something used partly for business and partly for private, you can only claim the part that relates to business use.	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone & internet: If you occasionally use your mobile phone and internet for work purposes, you can claim up to \$50 without having to keep diary entries. To claim a deduction of more than \$50, you need to keep records for a four-week representative period in each income year. These records may include diary entries, including electronic records, and bills.	<input type="checkbox"/>	<input type="checkbox"/>
Self-Education (The deductions must have a connection to your current employment): e.g. Depreciation of computer (apportioned), text books, student union fees, course fees, stationery & travel expenses. You cannot claim contributions or repayments that are made under HECS-HELP, FEE-HELP, OS-HELP or SFSS.	<input type="checkbox"/>	<input type="checkbox"/>

Information Required	Information Provided	Not Applicable
DEDUCTIONS		
<p>Home office expenses: (There are two main methods of claiming home office deductions)</p> <ul style="list-style-type: none"> Fixed Rate method (52 cents per hour): Based on the number of hours you work from home each week (eg. Average of 5 hrs per week for 48 weeks of the year); There ATO has also introduced a shortcut method (80 cents per hour) of calculating home office expenses incurred while working from home due to the COVID-19 situation which is available for 1 March to 30 September 2020. All employees working from home in this period can use this method. This shortcut method covers all of your working from home expenses such as phone, internet, decline in value of equipment and furniture and electricity and gas for heating, cooling and lighting. If you use this method, you can not claim any other expenses for working from home for the period. Actual cost method: Based on the m² that your home office occupies in your home as a % of the total m² of your home. In addition to the size of your office and house, this method would require all of your annual electricity and gas costs. <p>Can you please advise if you worked from home at all during the year? If yes, please provide sufficient details to enable the claim under the methods above.</p> <p>Home Office Running Expenses using fixed rate and shortcut method</p> <p>1/7/2019 -28/2/2020 Average Hours per week x weeks</p> <p>1/3/2020–30/6/2020 Average Hours per week x weeks</p>	<input type="checkbox"/> 	<input type="checkbox"/>
Uniform/Protective Clothing, Laundry & Dry Cleaning: Provide a summary of expenditure incurred.	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dividend & Interest Expenses: eg. Bank charges, fees for investment advice, interest on borrowings for investments & investment related subscriptions.</p> <p><i>Note: These deductions can only be claimed if dividend/interest income is declared</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
Donations: Please provide receipts of donations made.	<input type="checkbox"/>	<input type="checkbox"/>
Tax Agent/Accounting Fees (in addition to Accrue tax preparation fees).	<input type="checkbox"/>	<input type="checkbox"/>
Other Deductions: eg. Premiums for Income Protection , Sickness & Accident Cover (please provide annual statement from the insurer)	<input type="checkbox"/>	<input type="checkbox"/>
SUPERANNUATION CONTRIBUTIONS		
<p>Details of Non-Employer superannuation contributions made to your super fund between 1 July 2019 and 30 June 2020.</p> <ul style="list-style-type: none"> Contributions which you are claiming a deduction for \$ _____ <p>Do you have the acknowledgement letter from your super fund? Yes <input type="checkbox"/> (Please provide the letter you received from super fund) No <input type="checkbox"/> (Please notify the super fund of your intention to claim a personal super contribution and provide the acknowledgement letter once received)</p>	<input type="checkbox"/>	<input type="checkbox"/>
Contributions you made to receive the government co-contribution \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
TAX OFFSETS/REBATES		
Do you have a Medicare Levy Exemption or Reduction certificate? If so provide a copy of the certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Spouse Superannuation: Contributions on behalf of non-working or low income spouse.	<input type="checkbox"/>	<input type="checkbox"/>
<p>SPOUSE DETAILS – Married or De Facto:</p> <p>YOU MUST INCLUDE YOUR SPOUSE'S INCOME DETAILS IN YOUR TAX RETURN.</p> <p>If we do not prepare your spouse's tax return please provide a copy of their tax return or advise the following:</p> <p>Spouse Full Name _____</p> <p>Date of Birth _____</p> <p>2020 Taxable Income _____</p> <p>2020 Reportable Super Contributions _____</p> <p>2020 Reportable Fringe Benefits _____</p> <p>Net Investment Loss _____</p> <p>Was this person your spouse for the entire financial year? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ITEMS		
Any other information you think would be relevant for the preparation of your 2020 income tax return.	<input type="checkbox"/>	<input type="checkbox"/>

Number of dependent children under 21, and/or children who were dependent full-time students under 25 in 2020? _____	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a tax-free government pension? (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay or receive any child support? (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
THE ATO WILL NO LONGER ISSUE REFUNDS VIA CHEQUE. PLEASE PROVIDE EFT DETAILS TO ENABLE YOUR REFUND TO BE PROCESSED.		
BSB: _____ Account No. _____ Account Name: _____		