

## 2020 individual income tax return checklist

<b>Full Name</b>	
<b>Tax File Number</b>	
<b>Date of birth</b>	
<b>ABN (if applicable)</b>	
<b>Address</b>	
<b>Address (postal)</b> (Put 'as above' if the same)	
<b>Telephone contacts</b>	<b>Mobile:</b>
	<b>Business Hours (work):</b>
	<b>After Hours (home):</b>
<b>Email</b>	
<b>Electronic banking Details</b> (for refund if applicable)	<b>BSB:</b>
	<b>Account Number:</b>
	<b>Account Name:</b>
<b>Main occupation</b>	
<b>Spouse name and TFN</b>	

***Please circle YES or NO for each of the items listed***

### **TAXPAYER'S DECLARATION**

I DECLARE THAT THE INFORMATION I HAVE PROVIDED IN THE CHECKLIST, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

I DECLARE THAT I HAVE THE NECESSARY RECEIPTS AND/OR OTHER RECORDS, OR CAN OBTAIN THE NECESSARY WRITTEN EVIDENCE WITHIN A REASONABLE TIME, TO SUPPORT MY CLAIMS.

TAXPAYER'S SIGNATURE:..... DATE:...../...../.....

**Income tax return checklist continued**

**INCOME – Please provide evidence**

- 1. Salary or wages ..... \$..... YES/NO
- 2. Allowances, earnings, tips, director’s fees etc ..... \$..... YES/NO
- 3. Employer lump sum payments ..... \$..... YES/NO
- 4. Employment termination payments ..... \$..... YES/NO
- 5. Australian Government allowances & payments like Newstart, youth allowance & Austudy payments  
..... \$..... YES/NO
- 6. Australian Government pensions and allowances ..... \$..... YES/NO
- 7. Australian annuities and superannuation income streams ..... \$..... YES/NO
- 8. Australian superannuation lump sum payments ..... \$..... YES/NO
- 9. Attributed personal services income ..... \$..... YES/NO
- 10. Gross Interest ..... \$..... YES/NO
- 11. Dividends ..... \$..... YES/NO
- 12. Employee share schemes ..... \$..... YES/NO
- 13. Distributions from partnerships and/or trusts ..... \$..... YES/NO
- 14. Personal services income (PSI) ..... \$..... YES/NO
- 15. Net income or loss from business (as a sole trader) ..... \$..... YES/NO
- 16. Deferred non-commercial business losses ..... \$..... YES/NO
- 17. Net farm management deposits or repayments ..... \$..... YES/NO
- 18. Capital gains ..... \$..... YES/NO
- 19. Foreign entities:
  - Direct or indirect interests in controlled foreign company..... \$..... YES/NO
  - Transfer of property or services to a non-resident trust..... \$..... YES/NO
- 20. Foreign source income (including foreign pensions) and foreign assets or property  
..... \$..... YES/NO
- 21. Rent ..... \$..... YES/NO
- 22. Bonuses from life insurance companies or friendly societies ..... \$..... YES/NO
- 23. Forestry managed investment scheme income ..... \$..... YES/NO
- 24. Other income (please specify below) ..... \$..... YES/NO  
.....

*Income tax return checklist continued*

## **DEDUCTIONS – Please provide evidence**

### **D1. Work related car expenses**

- cents per kilometre method (up to a maximum of 5,000 kms) .....\$.....YES/NO
- log book method .....\$.....YES/NO

### **D2. Work related travel expenses**

Employee domestic travel with reasonable allowance .....\$.....YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? .....\$.....YES/NO

Overseas travel with reasonable allowance .....\$.....YES/NO

- Do you have receipts for accommodation expenses? .....\$.....YES/NO
- If travel is for 6 or more nights in a row, do you have travel records? (e.g. a travel diary)  
.....\$.....YES/NO

Employee without a reasonable travel allowance .....\$.....YES/NO

- Did you incur and have receipts for airfares? .....\$.....YES/NO
- Did you incur and have receipts for accommodation? .....\$.....YES/NO
- Do you have receipts for hire cars (if applicable)? .....\$.....YES/NO
- Did you incur and have receipts for meals and incidental expenses? .....\$.....YES/NO
- Do you have any other travel expenses? .....\$.....YES/NO

Other work-related travel expenses (e.g., a borrowed car, public transport) .....\$.....YES/NO  
*(please specify)*

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### **D3. Work related uniform and other clothing expenses**

Protective clothing .....\$.....YES/NO

Occupation specific clothing .....\$.....YES/NO

Compulsory uniform .....\$.....YES/NO

Laundry expenses (up to \$150 without receipts) .....\$.....YES/NO

Dry cleaning expenses .....\$.....YES/NO

Other claims such as mending/repairs, etc (please specify) .....\$.....YES/NO

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**Income tax return checklist continued**

**D4. Work related self-education expenses**

Course taken at educational institution – **MUST RELATE TO YOUR CURRENT OCCUPATION:**

- education union fees .....\$.....YES/NO
- course fees .....\$.....YES/NO
- books, stationery .....\$.....YES/NO
- travel .....\$.....YES/NO
- other (please specify) .....\$.....YES/NO

**D5. Other work related expenses (PLEASE PROVIDE WORK-USE %)**

- Home office expenses .....\$.....YES/NO
- Were you required to work from home due to COVID-19?.....\$.....YES/NO
- If yes above, provided **total hours worked** from home from **1 March to 30 June**.....
- Computer and software .....\$.....YES/NO
- Telephone/mobile phone .....\$.....YES/NO
- Internet.....\$.....YES/NO
- Tools and equipment .....\$.....YES/NO
- Subscriptions and union fees .....\$.....YES/NO
- Journals/periodicals .....\$.....YES/NO
- Depreciation .....\$.....YES/NO
- Sun protection products (i.e., sunscreen and sunglasses) .....\$.....YES/NO
- Seminars and courses not at an educational institution.....\$.....YES/NO
- Any other work related deductions (please specify) .....\$.....YES/NO

**Other types of deductions**

- D6 . Low value pool deduction.....\$.....YES/NO
- D7. Interest deductions .....\$.....YES/NO
- D8. Dividend deductions .....\$.....YES/NO
- D9. Gifts or donations .....\$.....YES/NO
- D10. Cost of managing tax affairs
  - Interest charged by the ATO (e.g., including SIC and GIC) .....\$.....YES/NO

– Litigation Costs .....\$.....YES/NO

– Other expenses incurred in managing tax affairs .....\$.....YES/NO

D11. Deductible amount of undeducted purchase price of a foreign pension or annuity

.....\$.....YES/NO

**Income tax return checklist continued**

**Other types of deductions (continued)**

D12. Personal superannuation contributions .....\$.....YES/NO

Full name of fund: ..... Account no: .....

Fund ABN: ..... Fund TFN: .....

Have you provided the fund a notice of intention to deduct the contribution? .....YES/NO

Has this notice been acknowledged by the fund? .....YES/NO

D13. Deduction for project pool .....\$.....YES/NO

D14. Forestry managed investment scheme deduction .....\$.....YES/NO

D15. Other deductions (please specify) .....\$.....YES/NO

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L1. Tax losses of earlier income years .....\$.....YES/NO

*Income tax return checklist continued*

## **Tax offsets/rebates – Please provide evidence**

- T1. Are you a senior Australian or a pensioner? .....\$.....YES/NO
- T2. Did you receive an Australian superannuation income stream? .....\$.....YES/NO
- T3. Did you make superannuation contributions on behalf of your spouse? ..\$......YES/NO
- T4. Did you live in a remote area of Australia or serve overseas with the Australian defence force or the UN armed forces in 2020? .....\$.....YES/NO
- T5. Did you maintain a dependant who is unable to work due to invalidity or carer obligations in the 2020 income year?.....\$.....YES/NO
- T6. Are you entitled to claim the landcare and water facility tax offset? .....\$.....YES/NO
- T7. Are you involved in the early stage venture capital limited partnership?...\$......YES/NO
- T8. Are you an early stage investor in the early stage innovation company?...\$......YES/NO
- T9. Are you entitled to any other non-refundable tax offset?.....\$......YES/NO
- T10. Are you entitled to any other refundable tax offsets?.....\$......YES/NO
- .....

**Income tax return checklist continued**

## Other relevant information

A. Are you entitled to the Medicare levy exemption or reduction in 2020 income year? ..... YES/NO  
(If yes, please specify):

.....

B. Did you and your spouse/dependants have private health insurance in the 2020 income year?  
(If yes, please provide the annual statement received from your health fund)..... YES/NO

C. Were you under the age of 18 on 30 June 2020? ..... YES/NO

D. Did you become an Australian tax resident at any time during the income year? ..... YES/NO

E. Did you cease to be an Australian tax resident at any time during the income year? ..... YES/NO

F. Did you make a non-deductible (non-concessional) personal super contribution? \$..... YES/NO

G. Do you have a HELP liability, Student Financial Supplement Loan debt?, Student Start-up Loan debt or Trade Support Loan debt? \$ ..... YES/NO

H. Are you a working holiday maker in Australia on a 417 (working holiday) visa or 462 (working holiday) visa? ..... YES/NO

I. Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company? ..... YES/NO

J. Do you have a loan with a private company at 30 June 2020 or has such a loan amount been forgiven in the 2020 income year? Has private company made a payment to you in the 2020 income year (other than a dividend)? or have such a loan amount forgiven? (If yes, please specify)

..... \$..... YES/NO

K. Did you receive any benefit from an employee share acquisition scheme? ..... YES/NO

L. Family Tax Benefit ('FTB'):

– Did you have care of a dependent child in 2020 income year? ..... \$..... YES/NO

– Did you or your spouse receive FTB through the Department of Human Services in 2020 income year? ..... \$..... YES/NO

M. Income tests information

– Do you have any reportable fringe benefits amounts in 2020? ..... \$..... YES/NO

– Do you have any reportable employer superannuation contributions in 2020?  
..... \$..... YES/NO

– Did you receive any tax-free government pensions in 2020? ..... \$..... YES/NO

– Did you receive any target foreign income in 2020? ..... \$..... YES/NO

– Did you have a net financial investment loss in 2020? ..... \$..... YES/NO

– Did you have a net rental property loss in 2020? ..... \$..... YES/NO

**Income tax return checklist continued**

- Did you pay child support in 2020? .....\$..... YES/NO
- Number of dependent children? ..... YES/NO

**N. Spouse details (if applicable)**

- Did you have a spouse for the full year from 1 July 2019 to 30 June 2020? .....YES/NO
  - If you had a spouse for only part of the income year, please specify the dates between 1 July 2019 to 30 June 2020 when you had a spouse:  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- What was your spouse's taxable income for the 2020 income year?.....\$.....
- Does your spouse have a share of trust income on which the trustee is assessed under Section 98 that has not been included in your spouse's taxable income \$ ..... YES/NO
- Did a trust or company distribute income to your spouse in respect of which family trust distribution tax was paid by the trust or company for the 2020 income year? \$ ..... YES/NO
- Did your spouse have any reportable fringe benefits amounts for the 2020 income year? .....\$.....YES/NO
- Did your spouse receive any Australian Government pensions or allowances (not including exempt pension income) in the 2020 income year?.....\$..... YES/NO
- Did your spouse receive any exempt pension income in the 2020 income year? \$ ..... YES/NO
- Does your spouse have any reportable super contributions for the 2020 income year? .....\$.....YES/NO
- Did your spouse receive any tax-free government pensions paid under the *Military Rehabilitation and Compensation Act 2004*? .....\$..... YES/NO
- Did your spouse receive any 'target foreign income' in the 2020 income year? \$..... YES/NO
- Did your spouse have a total net investment loss (i.e., the total of any financial investment loss and a rental property loss) for the 2020 income year?...\$..... YES/NO
- Did your spouse pay child support during the 2020 income year?.....\$..... YES/NO
- If your spouse is aged between their preservation age and 59 years old, did they receive a superannuation lump sum (other than a death benefit) during the 2020 income year that included a taxed element that does not exceed their low rate cap? \$ ..... YES/NO

**Dated the ..... day of .....20.....**

.....  
**Signature of taxpayer**  
.....

.....  
**Name (print)**  
.....



**RENTAL PROPERTY CHECKLIST**

For the year ended 30 June 2020

**PREPARE A SEPARATE WORKSHEET FOR EACH PROPERTY**

Address of rental property .....

Number of weeks rented during financial year .....

Dates property was **genuinely** available for rent during financial year.....

Date the property first earned rental income ...../...../.....

Date of acquisition of the rental property ...../...../.....

Your percentage ownership in the property .....%

**INCOME**

Rental Income .....  
Other Income .....  
**Total Income** .....

**EXPENSES**

D Advertising .....  
E Body Corporate .....  
F Borrowing Expense .....  
G Cleaning .....  
H Council Rates .....  
I Capital Allowance .....  
J Gardening / Lawn Mowing .....  
K Insurance .....  
L Interest on Loan .....  
M Land Tax .....  
N Legal Fees .....  
O Pest Control .....  
P Agents Commission .....  
Q Repairs & Maintenance .....  
R Capital Works Deduction .....  
S Stationary, Telephone, Postage .....  
U Water .....  
V Sundries .....  
**Total Expenditure** .....

**NET RENT** .....

**Capital Items Purchased:**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
...../...../.....	.....	.....
...../...../.....	.....	.....
...../...../.....	.....	.....

**At Teamwork Accounting we have extended our services to areas that complement our tax advice, to better assist you.**

1. Are you happy with your current superannuation provider & comfortable with how your super is invested?.....YES / NO
2. When was the last time you reviewed your personal insurances?.....
  - Has anything significant changed in your situation since then? (children / mortgage / business etc.) Circle what's changed.
3. Are you considering any investment purchases or sales (business / property / shares) in the next 18 months?.....YES/NO
  - If yes please give brief details.....
4. When was the last time you reviewed your loans?
  - In the last 18 months?..... YES / NO
  - Do you know your rate?..... YES / NO
5. Did you know that we have an in-house Financial Adviser that can assist with superannuation, investments, personal insurance & wealth creation strategies?.....YES / NO
  - Would you like to organise an obligation free discovery meeting to discuss your situation?
6. If answered YES to 1-4 would you like to have an obligation free discussion with a Partners Wealth Group professional about how they can assist with the above points?.....YES / NO

Best contact & time for a PWG professional to call is:

- Name.....
- Contact number.....
- Contact email.....