

## 2020 Individual Income Tax Return Checklist

INCOME		Tick if Applicable Y/N	Information Provided
1	Salary or Wage (PAYG Payment Summary)		
2	Allowances, Earnings, Tips, Director's fees, etc.		
3	Employer Lump Sum Payments See PAYG Payment Summary for Details at Label A and B		
4	Eligible Termination Payments (ETP's) Obtain and attach any ETP payment summaries and employer termination statements		
5	Australian Government Allowances and Payments Youth Allowance, Newstart, Sickness, Special Benefit, Educational, Training Allowances		
6	Australian Government Pensions and other Allowances		
7	Other Australian Pensions or Annuities – including superannuation pensions		
8	Australian Superannuation Lump Sum Payments		
10	Gross Interest From bank accounts or other sources		
11A	Dividends Includes dividend reinvestment (DRP) or any other information (eg: buybacks, consolidations, return of capital)		
11B	Share Purchases Did you purchase any shares throughout the year (eg: purchase documents, sales contracts)		
12	Employee Share Schemes		
13	Partnerships and Trusts Number of Managed Funds?		
14/15/ 16	Net Income or Loss from Business Provide a summary of income and expenses that relate to the business		Complete Business Schedule
18	Capital Gains If you have sold an asset (e.g.: shares, managed fund, property); please provide the purchase date, purchase cost, sale date and sale price		Complete Capital Gains Schedule
20	Foreign Source Income (including foreign pensions) and foreign assets/property		
21	Investment Property		Complete Investment Property Schedule

### IMPORTANT REMINDERS: ATO STANCE

\*Must have spent the money & have records to prove it! \*Must be related to your work \*Must not have been reimbursed

DEDUCTIONS		Tick if Applicable Y/N	Information Provided
D1	<p>Work-related car expenses</p> <p>There are two methods available are:</p> <p>If you have travelled greater than 5,000 business kms please provide a valid logbook for calculation of business use percentage.</p> <p>If you have travelled less than 5,000 business kms please provide your business kms travelled.</p> <p><b>Note: Commuting between home &amp; work are <u>not</u> tax-deductible</b></p>		Read M/Vehicle Tips & Use M/Vehicle Schedule
D2	<p>Work-related travel expenses</p> <p>If yes, please provide any details, receipts and/or travel diary for any employee domestic or overseas travel, also including any out of pocket travel expenses such as tolls, parking, taxi/uber fares.</p>		Use Work Related Schedule
D3	<p>Work-related uniform, occupation specific or protective clothing, laundry and dry-cleaning expenses</p> <ul style="list-style-type: none"> <li>□ Protective clothing and safety footwear; or</li> <li>□ Compulsory uniforms – non-conventional clothing that the employee is compelled to wear; or</li> <li>□ Occupational-specific – clothing that identifies a person as a member of a specific profession, trade, vocation.</li> </ul>		Use Work Related Schedule
D4	<p>Work-related self-education expenses</p> <p>Including student union fees, books, stationery, consumables, travel, and depreciation.</p>		Use Self Education Schedule
D5	<p>Other work-related expenses</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>□ Union Fees, Licence Fees &amp; Registrations</li> <li>□ Home Office (hours per week you work from home)</li> <li>□ Subscriptions, Memberships &amp; Journals</li> <li>□ Mobile, telephone &amp; internet</li> <li>□ Overtime meals &amp; other allowance W/Off</li> <li>□ Seminars and training</li> <li>□ Tools</li> <li>□ Stationery</li> </ul> <p>NOTE: Assets costing less than \$300 can be written off while those exceeding \$300 must be depreciated</p>		Use Work Related Schedule
D7/ D8	<p>Interest &amp; Dividend Deductions</p> <p>Expenses incurred in earning interest, dividend or other investment income.</p>		Use Other Deductions Schedule
D9	<p>Gifts or donations</p>		Use Other Deductions Schedule
D10	<p>Cost of managing tax affairs</p> <p>If your return was prepared by us last year, we will have the cost on our system.</p>		Use Other Deductions Schedule

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D12	<p>Personal super contributions Please provide: Full name of fund: _____ Acc No: _____ Fund ABN: _____ Fund TFN: _____</p> <p>To claim a deduction for personal super contributions you must provide us with a Notice of Intent to Claim a Deduction form from your super fund.</p> <p>Without this form we cannot lodge your tax return. It can be obtained via the ATO website or contact Prompt Accounting &amp; Taxation for more information.</p> <p>NOTE: If it is from a SMSF managed by us we will take care of this for you.</p>		Use Other Deductions Schedule
D15	<p>Other deductions Income protection insurance premiums</p>		Use Other Deductions Schedule

OTHER RELEVANT INFORMATION	Tick if Applicable Y/N	Information Provided
<p>Did you have Private Health Insurance in 2020? If yes, please provide a copy of the statement.</p>		
<p>If we do not prepare your spouse's tax return, what is their Taxable Income for the year?</p>		
<p>Did you pay any Child Maintenance &amp; if so, how much?</p>		

CLIENT NOTES

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