

## Tax Return Checklist 2020/21

(yes/no/na)

### INCOME

- ◆ Payment Summaries (Group certificate) \_\_\_\_\_  
*(If your employer was STP registered this will no longer be required and we will access your wages information direct from the ATO)*
- ◆ Lump Sum Payment Summaries \_\_\_\_\_
- ◆ Interest received on bank accounts \_\_\_\_\_
- ◆ Business income and expenses details \_\_\_\_\_
- ◆ Shares – Dividend Slips (generally 2/year) (**Paid** between July 20 to June 21) \_\_\_\_\_
- ◆ **If any existing Investments sold: (shares, Managed Funds etc)**
  - Cost of shares and date purchased \_\_\_\_\_
  - Sale price and date sold \_\_\_\_\_
- ◆ Annual Trust Distribution Taxation Statements. \_\_\_\_\_
- ◆ Rental Property-
  - Income \_\_\_\_\_
  - Agent Statements \_\_\_\_\_
  - Loan Statements (Interest) \_\_\_\_\_
  - Rates \_\_\_\_\_
  - Body Corporate \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - Repairs \_\_\_\_\_
  - Other Expenses \_\_\_\_\_

**NB: you can no longer claim travel expenses**
- ◆ Foreign income details \_\_\_\_\_
- ◆ Any other income \_\_\_\_\_

### DEDUCTIONS

#### Car expenses

- ◆ If you travelled **less than** 5,000 work related kms - a reasonable estimate of the number of work related kilometres you travelled during the year and the car details;  
or \_\_\_\_\_
- ◆ If you travelled **more than** 5,000 work related kms - a 12 week logbook plus the date purchased and cost of your car, lease/HP agreements, receipts for rego, insurance, repairs & services, fuel & oil. \_\_\_\_\_

**Travel expenses** e.g. Air Fares, Taxis, Parking \_\_\_\_\_

**Uniform and compulsory clothing** expenses including purchases, Repairs/alterations, dry cleaning. \_\_\_\_\_

- ◆ **Self education expenses** Course name and University name \_\_\_\_\_  
 Travel (km's & engine size of your car) \_\_\_\_\_  
 and Accommodation \_\_\_\_\_  
 Books \_\_\_\_\_  
 Fees \_\_\_\_\_  
 Stationery \_\_\_\_\_  
 Computer, other equipment \_\_\_\_\_  
 Furniture e.g. desk, chair \_\_\_\_\_
- ◆ **Other work related expenses**  
 Union fees \_\_\_\_\_  
 Conference & seminar fees \_\_\_\_\_  
 Professional library eg books, journals, trade magazines etc \_\_\_\_\_  
 Tools & other equipment \_\_\_\_\_  
 Telephone calls, mobile phone fees & work % use \_\_\_\_\_  
 New computer & software expenses – and Internet fees & work % \_\_\_\_\_  
 Stationery incl. computer paper & USB's \_\_\_\_\_  
 Average hours worked from home each week \_\_\_\_\_  
     - 1 July 2020 to back to workplace date \_\_\_\_\_
- ◆ **Voluntary Superannuation Contributions**  
 Any Taxpayers can get a deduction for voluntary personal super contributions made  
 Please provide details of any voluntary contribution you made and your super fund  
 details, along with 'Intent to claim' letter if confirmed. \_\_\_\_\_
- ◆ **Expenses incurred in earning dividend & interest income**  
 Such as bank fees, interest paid on loans used to purchase shares or units. \_\_\_\_\_  
  
 Investment adviser fees \_\_\_\_\_
- ◆ **Donations** over \$2. Including to school building & library funds \_\_\_\_\_
- ◆ Income Protection Insurance \_\_\_\_\_
- ◆ Any other expenses considered to be eligible tax deductions.  
 We can discuss these if you have any questions.

**OFFSETS**

**Medical expenses – Are no longer claimable.**

- ◆ **Private Health Insurance Annual Taxation Statement** \_\_\_\_\_  
 (Some funds will no longer be issuing statements – For most funds we can access this  
 information direct from the ATO)
- ◆ **Spouse Details (if we are not preparing their tax return)**  
 Full Name, Date of Birth and Income (or copy of tax return) \_\_\_\_\_

**Bank Account details –Your refund has to go directly into your bank account from now on.**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**IF YOU PROVIDE ALL OF THIS INFORMATION, IT CAN SPEED UP THE PROCESSING OF YOUR TAX RETURN.**