

2020 Individual Income Tax Return Checklist

PERSONAL DETAILS

Name: _____ TFN: _____
 Residential Address: _____ Postal Address: _____

 Date of Birth: _____ Telephone No: _____
 Australian Resident: Yes/No
 Email: _____
 Bank Acct: BSB _____ Acct _____ Name _____

***Note bank account details required for refunds as the ATO no longer issue refund cheques**

Please complete spouse details if we do not prepare their tax return:

Spouse Name: _____ Spouse D.O.B: _____
 Spouse Taxable
 Income: _____ Spouse Australian resident? (Y/N): _____

DEPENDENT CHILDREN (under 25)

Child Name: _____ D.O.B: _____
 Child Name: _____ D.O.B: _____
 Child Name: _____ D.O.B: _____

INCOME - General

Information required	Attached	N/A
PAYG payment summaries (provided by employers)		
Lump sum payment summaries (e.g. ETP summaries)		
Documentation regarding foreign source income or assets		
Documentation regarding Gov't payments (pensions, youth allowance)		
Interest income		
Dividend income		
Employee share scheme statements		
Managed fund annual tax statements		
Buy/sell contracts for share investments		

INCOME – Rental Properties

Information required	Attached	N/A
Date property purchased and ownership percentage		
Period property was rented out during the year		
Summary of rental income (eg.annual statement from property manager)		
Details of interest on loan for rental property		
Receipts for expenditure on rates, land tax, insurance, advertising etc.		
Depreciation schedule (if applicable)		
Details of additional depreciable assets purchased during the year		
Receipts for repairs and maintenance and/or capital expenditure		
Receipt for stamp duty paid on property (if purchased during 2020)		
Settlement statement for property purchase/disposal (if applicable)		

INCOME - SOLE TRADER

Information required	Attached	N/A
Cashbook showing income, expenses and cash taken from the business		
Copies of BAS/IAS lodged		
Annual PAYG payment summaries for employees		
Details of any government grants, rebates or payments received		
Copy of Taxable Payments Annual Summary (if applicable)		
Details of superannuation contributions for employees		
Details of superannuation contributions for self-employed person		
Copy of electronic accounting file (e.g. Excel, MYOB) if applicable		
Receipts for assets purchased (e.g. Tools, motor vehicles)		

DEDUCTIONS – General

Note: Maximum total work related deductions are capped at \$300, if suitable documentation is not provided to substantiate claims.

Information required	Attached	N/A
Work related expense receipts e.g. uniforms, tools, travel, telephone calls Details of depreciable assets purchased for work (e.g. laptop, phone) - Substantiation of expenses is required by way of a monthly bill identifying business use percentage and/or a 4 week register of work use representative of annual usage of assets.		
Home office expenses - Please provide a 4 week register of home based work hours to substantiate standard hourly deduction - COVID-19 specific deductions are available from 1 March 2020 – 30 June 2020 at a flat rate of \$0.80 per hour – please provide confirmation of home-based hours for that period, if applicable.		
Professional journals/trade magazines receipts		
Professional memberships/subscriptions receipts		
Intent to claim superannuation deductions - confirmation from Fund		
Self-education receipts, including course fees, books, software		
Vehicle logbook for car expense claims		
Costs of preparation of prior year's tax return		
Details of donations made during the year		
Expenditure incurred in earning interest, dividend and other income		
Income protection insurance premiums paid		

OTHER

Information required	Attached	N/A
Private health insurance annual statement		
Details of spouse superannuation contributions		
Child support payments made		

Please also provide any other information you consider relevant/questions you may have if the information is not addressed above.

Thank you,

Niche Advantage Chartered Accountants