

## CMT ACCOUNTING

### Certified Public Accountant

### 2020 TAX RETURN CHECKLIST

**(Complete all sections in full and provide all necessary documents to substantiate your claim)**

#### ESSENTIAL ITEMS

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

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (AH) \_\_\_\_\_ (BH) \_\_\_\_\_ (Mobile) \_\_\_\_\_

T.F.N: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Date of Marriage: \_\_\_/\_\_\_/\_\_\_ Income of Spouse prior to marriage: \$ \_\_\_\_\_

#### Details of Dependents (including spouse)

Name	Date of Birth	Tax File Number	2020 Income	Relationship
_____	___/___/___	_____	\$ _____	Spouse
_____	___/___/___	_____	\$ _____	Son/Daughter*
_____	___/___/___	_____	\$ _____	Son/Daughter*
_____	___/___/___	_____	\$ _____	Son/Daughter*
_____	___/___/___	_____	\$ _____	Son/Daughter*
_____	___/___/___	_____	\$ _____	Son/Daughter*

## **Individual**

### **TAX PAID**

- All Instalment Activity Statements (IAS)
- Annual PAYG Instalment Notice & Amount Paid

### **INCOME**

- PAYG Certificated, Statements of Earnings or summary of paid parental leave (PPL) received
- Tax-free government pensions PAYG certificate
- Foreign Income information
- Financial investment loss information
- Child support you paid
- Social Security Certificates – Indicate type of benefit on each certificate
- Eligible Termination Statements, Roll-over Notifications
- Interest Received – Name of Payer and amount of Interest (obtain statement of interest paid from the bank etc.)
- Dividend Income – Attach dividend advice notices
- Dividend reinvestment Plans – Attach reinvestment notices
- Life Assurance/ Friendly Society withdrawals – Advice from payer required
- Rental Income Statements or Rental Summary for the year (provide Rental Property Details: Address, Purchase and sale documents, and Rental details)
- Details of Income from Partnerships or Trusts over which you do not have control including TFN (if known)
- Other cash earnings etc.
- Details of any property, shares etc. (other than your residence) sold or disposed of during the year together with the following :-
  - Date of Sale and Net Sale Proceeds
  - Date of Purchase and Cost
  - Date and cost of any improvements or additions thereto

## DEDUCTIONS

- Union / Professional fees
- Motor running costs associated with work including :-
  - Cost of vehicle and date purchases
  - Interest
  - Fuel
  - Registration and Insurance
  - Repairs
  - Logbook business use percentage (for at least 3 months continuous weeks)
  - Kilometres travelled and type of car, if business kilometres greater than 5,000KM
- Work related travel expenses
  - Tolls
  - Parking
- Expenses relating to Allowances received disclosed on PAYG Payment Summary Certificates
- Expenses in respect of :-
  - Tools of trade
  - Protective clothing & footwear replacements (e.g. sunglasses, sunscreens, boots)
  - Compulsory uniforms
  - Laundry of protective clothing
  - Self Education – details of course and relationship to employment or whether relates to government payments
  - Mobile telephone and business use percentage
  - Home Internet and business use percentage
  - Subscriptions
  - Seminar
  - Printing, Postage & Stationery
  - Computers/Laptops and other work-related assets more than \$300 (provide date purchased, description and amount)
- Home Office expense is working from home to fulfil your employment duties, not just carrying out minimal tasks such as occasionally checking emails or taking calls.
  - Home electricity cost per unit of power used i.e. electricity charge rate - refer to your utility bill for this information
  - Home gas

- the average unit used per hour - this is the power consumption per kilowatt hour for each appliance, equipment or light used.
  - light bulb kilowatt?
  - laptop kilowatt?
  - desktop kilowatt?
- cleaning multiplied by home office space percentage (home office area space/total home area space)
- Office furniture e.g. desk, chair, furnishings (date paid, description, amount paid)
- repair of office furniture and equipment
- work equipment e.g. phones, computers, laptops (date paid, description, amount paid)
- computer consumables and stationery e.g. ink cartridges
- mobile telephone & work percentage
  - from 1 July 2019 to 29 February 2020
  - from 1 March 2020 to 30 June 2020 (Covid-19 period)
- mobile internet work percentage
  - from 1 July 2019 to 29 February 2020
  - from 1 March 2020 to 30 June 2020 (Covid-19 period)
- home internet & work percentage
  - from 1 July 2019 to 29 February 2020
  - from 1 March 2020 to 30 June 2020 (Covid-19 period)
- your actual hours spent working from home:
  - from 1 July 2019 to 29 February 2020
  - from 1 March 2020 to 30 June 2020 (Covid-19 period)
- Rental Property Details, Income and Expenses :-
  - Repairs
  - Council rates
  - Insurance
  - Depreciation schedule
  - Interest
  - Water rates
  - Body corporate
  - Land tax
  - Assets purchased/replaced
  - Others – details required
- Donations to Public Institutions, Overseas Aid Funds, Voluntary School Building Funds (compulsory payment is not deductible).

- Deductible Personal Superannuation Contributions made by yourself:
  - Name of fund: \_\_\_\_\_
  - Policy number: \_\_\_\_\_
  - Amount contributed: \$ \_\_\_\_\_
  - Notice of intention to claim a deduction for personal superannuation contribution acknowledgment from your fund
- Income protection insurance (Outside of your super)
- Details of any other work-related expenses
- Tax agent fees

**REBATES AND SURCHARGES**

- Dependants – income details
- Letter from private health insurance re-cover
- Medicare exemption – letter from relevant employer
- Superannuation contributions on behalf of spouse:
  - Name of fund: \_\_\_\_\_
  - Contributions : \$ \_\_\_\_\_
  - Income of spouse: \$ \_\_\_\_\_