

2020 Individual Income Tax Return Checklist

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|---|-------------------------------------|
| Full Name | |
| Tax File Number (TFN) | |
| Has name changed since last return? | Yes / No If Yes, previous name : |
| Date of birth | |
| Are you an Australian resident? | Yes / No / Unsure |
| ABN (if applicable) | |
| Address | |
| | |
| | |
| | |
| Address (postal) <i>(Put 'as above' if the same)</i> | |
| | |
| | |
| Telephone contacts | Mobile: |
| | Business Hours (work) : |
| | After Hours (home): |
| Email | |
| Electronic banking details <i>(for refund if applicable)</i> | BSB: |
| | Account Number: |
| | Account Name: |
| Main occupation | |
| Spouse name and TFN | |

Please circle YES or NO for each of the items listed below:

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 and payments like Newstart, JobSeeker, Youth Allowance and 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
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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) (please specify)..... YES/NO

D3. Work-related clothing, laundry and dry cleaning expenses

Protective clothing YES/NO
 Occupation specific clothing YES/NO
 Non-compulsory uniform YES/NO
 Compulsory uniform YES/NO
 Conventional clothing 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

D4. Work related self-education expenses

Course taken at educational institution:

union fees YES/NO
 course fees YES/NO
 books, stationery YES/NO
 depreciation YES/NO
 travel YES/NO
 other (please specify) YES/NO

D5. Other work related expenses

Home office expenses YES/NO
 Computer and software YES/NO
 Telephone/mobile phone 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:
 Course fees YES/NO
 Travel YES/NO
 Other (please specify) 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 YES/NO
 - 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
- 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
- L1. Tax losses of earlier income years YES/NO

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?YES/NO
- T6. Are you entitled to claim the landcare and water facility tax offset? YES/NO
- T7. Did you make a contribution to an early stage venture capital limited partnership ('ESVCLP') personally, or as an investor in a partnership or trust in 2020?..... YES/NO
- T8. Did you acquire newly issued shares in a qualifying 'early stage innovation company' personally, or as an investor in a partnership or trust in 2020?..... YES/NO
- T9. Other non-refundable tax offsets (please specify)..... YES/NO
- T10. Other refundable tax offsets (please specify)..... YES/NO

Other relevant information

- A. Are you entitled to the Medicare levy exemption or reduction in 2020? YES/NO
- (If yes, please specify):
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- B. Did you have private health insurance in 2020? 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 2020 income year?..... YES/NO
- E. Did you cease to be an Australian tax resident at any time during the 2020 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 or have such a loan amount forgiven? YES/NO
(If yes, please specify) – (reviewer consider if deemed dividend in year under Division 7A):
.....
.....
- 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? YES/NO
- Did you or your spouse receive FTB through DHS in 2020? YES/NO
- M. Income tests information
- Do you have any total 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
- Did you pay child support in 2020? YES/NO
- Number of dependent children? _____
- 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 55 to 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 of20.....

Signature of taxpayer

Name (print)

Dated the day of20.....