

Individual Tax Return Checklist

Please assess the listed sections that relate to your taxation affairs and attach documentary evidence where "✓" is applied.

Reference	Item	Applicable ✓
INCOME		
1.	Salary or wages PAYG summaries are not applicable to every individual as most employers are reporting wages through single touch payroll.	
2.	Allowances, earnings, tips, directors fees, etc Receipt of an allowance does not automatically entitle an employee to a deduction for expenditure to which the allowance relates (e.g. tool or laundry allowance).	
3.	Employer lump sum payments These payments are in respect of unused annual and long service leave paid out on termination of employment. Label A and B from your PAYG payment summary should contain the relevant information. Also, please provide a copy of a statement of termination from your employer.	
4.	Employment termination payments (ETPs) Please provide any ETP payment summaries and employer termination statements.	
5.	Australian Government allowances and payments Provide details of all Youth Allowance, Newstart, Sickness Allowance, Special benefit, Widow Allowance, Partner Allowance, Parenting Payment (partnered), Farm Household Allowance, Disaster Recovery Allowance, Austudy payment or other educational or training allowances.	
6.	Australian Government pensions and other allowances Such pensions include the Age Pension, Bereavement Allowance, Carer Payment, Disability Support Pension if you have reached pension age, Parenting Payment (single), Widow B Pension, Age Service Pension and Income Support Supplement.	
7.	Australian annuities and superannuation income streams Provide details of taxable and rebatable components of pension.	

INCOME (CONTINUED)		
8.	Australian superannuation lump sum payments Superannuation lump sums paid from a taxed source to a person aged 60 years or over are tax free. Lump sums paid to persons under 60 years are taxable. Please provide details of recipient's age and amount of lump sum payment.	
9.	Attributed personal services income Payment Summaries – personal services attributed income and details of any other personal services attributed to you.	
10.	Gross interest Provide any interest received or credited during the year.	
11.	Dividends Unfranked, partly franked and fully franked dividends are assessable for taxation purposes.	
12.	Employee share schemes (ESS) The discount given on the 'ESS interest' (being a share or a right to acquire a share) under the ESS is assessable for taxation purposes unless the deferral concession applies to you.	
SUPPLEMENT INCOME OR LOSS		
13.	Partnerships and trusts Details of any partnership, trust or managed investment trust fund payments and type of income received.	
14.	Personal services income (PSI) Are you a sole trader? If yes, have you received income predominantly (80% or more) from the one source and did not have a Personal Services Business Determination in place. If this is the case then the Business and Professional items section should be completed.	
15.	Net income or loss from business If you have derived income from any business (other than the personal service income included above) please provide details.	
16.	Deferred non-commercial business losses This item relates to losses made from activities that constitute carrying on a business (e.g. sole trader or partnership).	
17.	Net farm management deposits or repayments This item relates to primary producers only.	
18.	Capital gains If applicable, please provide: a. Description of the asset b. Purchase date and cost c. Date and amounts of any expenditure incurred that form part of the cost base d. Sale date and proceed amounts	
19.	Foreign entities Please provide any attributable income in relation to any controlled foreign company or transferor trust.	

SUPPLEMENT INCOME OR LOSS (CONTINUED)		
20.	Foreign source income and foreign asset or property Please provide details of country, amount received, exchange rate utilised and foreign tax withheld.	
21.	Rent Please provide details of: a. Rental income earned b. Interest charged on money borrowed for the rental property c. Details of other expenses relating to the rental property d. Details of any capital works expenditure to the rental property For further details regarding income from rental properties, please refer to the supplementary document provided entitled 'Residential Rental Property Checklist 2020'.	
22.	Bonuses from life companies and friendly societies Please provide information/documentation regarding bonuses received on insurance bonds issued by life insurers and friendly societies.	
23.	Forestry managed investment scheme (FMIS) income	
24.	Other income Any other benefit/income during the year that has not been discussed. Examples include: a. Lump sum payments in arrears b. Foreign exchange gains c. Royalties d. Scholarships, bursaries, or grants e. Any assessable balancing adjustments on depreciating assets f. Jury service fees	
DEDUCTIONS		
25.	Work related car expenses The two methods available are: 1. Cents per kilometre method Claim is based on a set rate for each business kilometre. Rates are based on engine capacity. Taxpayers are able to claim a maximum of 5,000 business kilometres. 2. Logbook method Claim is based on the business use percentage of car expenses. Log book is required to be kept for 12 consecutive weeks and business use percentage did not vary more than 10%. This resulting business use percentage may then be applied to all car expenses to calculate a deductible amount. Written evidence of car expense deductions must be retained including receipts, invoices and credit card statements.	
26.	Work related travel expenses <u>Domestic Travel</u> Generally requires you to sleep away from home. Expenses include meals, accommodation, car hire and incidentals (such as tolls, parking and hire of third party vehicles). <u>Overseas Travel</u> Documentary evidence as well as diary is required.	

DEDUCTIONS (CONTINUED)

27.	<p>Working from home deductions The two methods available are:</p> <p>1. Fixed rate method Claim is based on a set rate of cents per work hour for heating, cooling, lighting, cleaning and the decline in office furniture.</p> <p>1. Logbook method Claim is based on the actual work-related portion of all your running expenses. Your records of hours working from home and receipts for expenses will need to be kept to prove your claim.</p> <p>You can also claim phone and internet expenses, computer consumables and stationary and decline in value on computer or other equipment.</p>	
2.	<p>Work related uniform, occupation specific or protective clothing, laundry and dry cleaning expenses</p> <ul style="list-style-type: none">a. Protective clothing and safety footwear – clothing or footwear that is specifically designed to protect.b. Compulsory uniforms – non-conventional clothing that you are compelled to wear.c. Non-compulsory uniform – non-mandated uniform or clothing which clearly identifies an individual’s employer which is registered with AusIndustry.d. Occupational-specific clothing – clothing that identifies a person as a member of a specific profession, trade, vocation, occupation or calling.	
3.	<p>Work related self-education expenses</p> <p>Examples include course fees, tuition fees, student union fees, books, stationery, consumables, travel and depreciation.</p>	
4.	<p>Other work related expenses</p> <p>Examples include union fees, seminars, overtime meals, home office, telephone, subscriptions, briefcase, calculator, safety items, electronic organiser and assets not exceeding \$300.</p>	
5.	<p>Low-value pool deduction</p>	
6.	<p>Interest and dividend deductions</p> <p>Cannot be claimed unless income included at items 10 or 11.</p>	
7.	<p>Gifts or donations</p> <p>Please ensure that all donations are endorsed deductible gift recipients and that you did not receive any tangible benefit from making the donation.</p>	
8.	<p>Cost of managing tax affairs</p> <p>This may also include General Interest Charges from the ATO and travel costs if attending tax agent’s office.</p>	
SUPPLEMENT DEDUCTIONS		
9.	<p>Deductible amount of undeducted purchase price of a foreign pension or annuity</p>	
10.	<p>Personal superannuation contributions</p>	
11.	<p>Deduction for project pool</p> <p>This relates to certain capital expenditure which is directly connected</p>	

	with a project carried on, or proposed to be carried on, to gain or produce assessable income (i.e. this expenditure can be allocated to a project pool and written off over the project life, but the expenditure must not otherwise be deductible nor form part of the cost of a depreciating asset).	
12.	Forestry managed investment scheme deductions	
13.	Other deductions For example, income protection, accident and sickness insurance premiums.	

LOSSES		
14.	Tax losses of earlier income years	
SUPPLEMENT TAX OFFSETS		
15.	Senior Australians and pensioners (includes self-funded retirees)	
16.	Australian superannuation income stream	
17.	Superannuation contributions on behalf of your spouse You can claim rebate on superannuation contributions made on behalf of a spouse where the aggregate amount of the spouse's assessable income, reportable fringe benefits, and reportable employer superannuation contributions does not exceed \$37,000.	
18.	Zone or overseas forces Did you live or work in a remote or isolated area of Australia, or served overseas as a member of Australia's Defence Forces? If so, you may be eligible for this offset.	
19.	Total net medical expenses 20% tax offset on net medical expenses over the threshold Expenses you can claim are restricted to disability aids, attendant care or aged care. Please provide details of total medical expenses, and related refunds you received or are entitled to receive from Medicare or a private health fund. A 20% offset will be available where the total of all the net medical expenses of a taxpayer (and dependants) exceeds \$2,377 for individuals whose adjusted taxable income is equal to or less than \$90,000 for singles or \$180,000 for families for the year. For taxpayers with adjusted taxable income above \$90,000 for singles, or \$180,000 for families, a 10% offset will be available for net medical expenses of a taxpayer (and dependants) exceeding \$5,609.	
20.	Dependent (invalid and carer) Tax offset only available where a dependent relative etc. resides in Australia and is a dependent maintained by you. Access to this offset is income tested where the combined adjusted taxable income is more than \$100,000 for the year.	
21.	Landcare and water facility rebate Tax offset for certain expenditure on land care works and water conserving facilities is available in limited circumstances.	
22.	Early stage venture capital limited partnership	
23.	Early stage investor	
24.	Other non-refundable tax offsets	
25.	Other refundable tax offsets	

MEDICARE LEVY RELATED ITEMS		
26.	Medicare levy reduction or exemption Available for low income individuals / families and other prescribed persons.	
27.	Medicare levy surcharge (MLS) Individuals or families on higher incomes who do not have private patient hospital cover. Individuals and families are liable to the surcharge when their income for surcharge purposes exceeds \$90,000 and \$180,000 respectively. Furthermore, where the total surcharge income exceeds \$105,000 for singles and \$210,000 for families the Medicare levy surcharge rate is increased to 1.25% for the 2020 tax year, and where the total surcharge income exceeds \$140,000 for singles and \$280,000 for families the Medicare levy surcharge rate is 1.5% for the 2020 year.	
28.	Private health insurance Please provide details/documentation of your health fund (such as year-end statements).	
INCOME TESTS		
29.	Total reportable fringe benefits amount Please provide reportable fringe benefits amount that you have received that equal \$3,773 (grossed up value) or more.	
30.	Reportable employer superannuation contributions	
31.	Tax-free government pensions	
32.	Target foreign income Please provide details if you have received income from sources outside Australia that is neither part of your taxable income nor a fringe benefit.	
33.	Net financial investment loss	
34.	Net rental property loss	
35.	Child support you paid Please provide the total amounts of child support that you paid during the income year (if applicable).	
36.	Number of dependent children	
37.	Spouse details – married or de facto Please disclose all requested information regarding your spouse. Note: There is certain information requested which relates to your spouse's income tax return. You should prepare and finalise both returns in conjunction with each other in order to disclose accurate information.	

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