

2020 Income Tax Return Checklist for Individuals



Prepare for tax time – please use our checklist below so you know what information you will need for filling out your online tax form this year.

Personal Details

- Your TFN if you are a new client of ours

Income

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| <ul style="list-style-type: none"><input type="checkbox"/> Payment summaries*<input type="checkbox"/> Employer Lump Sum & Termination Payment Summaries<input type="checkbox"/> Australian Government Allowances, Payments and Pension Statements<input type="checkbox"/> Interest income from banks and building societies<input type="checkbox"/> Dividend statements<input type="checkbox"/> Employee share scheme payments<input type="checkbox"/> Business income<input type="checkbox"/> Foreign income<input type="checkbox"/> Capital gains | <ul style="list-style-type: none"><input type="checkbox"/> Rental Income<ul style="list-style-type: none"><input type="checkbox"/> Income<input type="checkbox"/> Council Rates<input type="checkbox"/> Water<input type="checkbox"/> Utilities<input type="checkbox"/> Land tax<input type="checkbox"/> Property agent fees<input type="checkbox"/> Repairs and maintenance<input type="checkbox"/> Cleaning<input type="checkbox"/> Insurance<input type="checkbox"/> Interest on a home loan |
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Work-Related Deductions*

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| <ul style="list-style-type: none"><input type="checkbox"/> Home office hours worked per week for the year<input type="checkbox"/> Computer/Laptop purchases<input type="checkbox"/> Course fees<input type="checkbox"/> Donations made to Deductible Gift Recipients<input type="checkbox"/> Dry cleaning<input type="checkbox"/> Flights & accommodation<input type="checkbox"/> Income protection insurance costs<input type="checkbox"/> Internet<input type="checkbox"/> Laundry<input type="checkbox"/> Memberships<input type="checkbox"/> Mobile phone<input type="checkbox"/> Motor vehicle kilometres travelled OR logbook details | <ul style="list-style-type: none"><input type="checkbox"/> Overtime meal expenses<input type="checkbox"/> Professional publications<input type="checkbox"/> Public transport (not including the commute to/from work)<input type="checkbox"/> Purchase of Uniform/PPE<input type="checkbox"/> Seminars & workshops<input type="checkbox"/> Stationery<input type="checkbox"/> Subscriptions<input type="checkbox"/> Tax agent fees paid during the financial year being processed<input type="checkbox"/> Taxi/Uber fees<input type="checkbox"/> Textbooks<input type="checkbox"/> Tools & Equipment<input type="checkbox"/> Union fees |
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Other Offsets

- Check whether or not you were covered by Private Health Insurance hospital cover for the full year.
- Partner/ De facto's taxable income for the given financial year.
- PAYG instalments paid personally to the ATO.

Please Note:

*You may not have your PAYG on hand as Single Touch Payroll has been introduced and employers are now obligated to report all employee payments directly with the ATO on a fortnightly basis. You can access your income statement via your MyGov account.

*Please note when completing your tax return, you are entitled to claim a deduction for expenses which directly relate to earning your income. To claim a work-related deduction:

1. you must have spent the money yourself and weren't reimbursed
2. it must directly relate to earning your income
3. you must have a record to prove it, whether that be a receipt, bank transaction or diary record.