

2020 Income Tax Return Checklist – Individual

(Tick each item that is applicable to your circumstances. For each item that is ticked, please supply details as specified).

Income:

- ☐ **PAYG individual payment summary** – Payment summary or income statement from your MyGov account.
- ☐ **Employer Share Schemes (ESS)** - ESS statement from employer.
- ☐ **Superannuation pension payment summary**
- ☐ **Australian Government pensions and allowances** - Age pension, carer payment and disability support pension etc.
- ☐ **Foreign income** - Include wages, interest on bank accounts overseas, dividends from non-Australian companies, managed funds overseas tax statements.
- ☐ **Distributions from Trusts** - Include annual tax statements from managed funds
- ☐ **Interest income** - Include interest earned on all of your bank accounts.
- ☐ **Dividend income from shares** - Include dividends received from share holdings.
- ☐ **Capital and other gains** - Record for purchase and sale of investment including cryptocurrency transactions.
- ☐ **Rental property income & expenses**
 - ☐ Agents Annual Rental statement
 - ☐ Interest on loan(s) and loan statements if further loan(s) drawn during the year
 - ☐ Bank charges
 - ☐ Water rates
 - ☐ Council rates
 - ☐ Land tax
 - ☐ Property insurance
 - ☐ Repairs
 - ☐ Renovations and capital improvements
 - ☐ Gardening
 - ☐ Strata levies
 - ☐ Advertising
 - ☐ Quantity surveyors report
 - ☐ Other expenses you have incurred in holding your property
- ☐ **Sale of assets** - Shares, real estate and other assets. Include settlement sheet cost information and other related documents.

Deductions & Tax Offsets:

- ☐ **Income protection premiums** - Premiums paid personally for income protection.
- ☐ **Self education expenses** - Further development of work skills and related to your current work. Include TAFE fees, seminar fees, books, stationery etc.
- ☐ **Donations to charities** - Raffle tickets and other tickets where you received something in return (pens, wristbands) are not deductible.
- ☐ **Bank charges on investment accounts** - Account keeping fees on your investment bank account/s.
- ☐ **Work related expenses** -
 - ☐ Home office expenses:
Stationery
Electricity and heating (estimate what percentage is business related).
Equipment (desks, chairs, computer, printer etc.).
Total hours worked from home during 1 March 2020 to 30 June 2020 if elect to claim
80 cents per hour.
 - ☐ Professional books, journals, financial review etc.
 - ☐ Internet, telephone (estimate percentage of work use).
 - ☐ Motor vehicle expenses: (work related only)
Provide log book, fuel, service, insurance, registration, greenslip costs etc.
If you don't have a log book you can only claim a maximum of 5000km at a set rate per km.
If you have changed your motor vehicle, provide new details
 - ☐ Overseas travel - if you have travelled overseas for work provide out of pocket expenses (make sure a diary is kept as evidence).
 - ☐ Purchase of uniform, occupation specific clothing, protective clothing, laundry and dry cleaning.
- ☐ **Personal superannuation contribution** - Did you make a payment to your superannuation personally? Include a copy of notice of intent to claim or vary a deduction and acknowledgement of the notice from your superannuation fund.
- ☐ **Private Health Insurance statement** – You may need to request the statement from your health insurer.
- ☐ **Bank Account details** - in the event you are due an ATO refund.

BSB: _____ Account Number: _____