

## Income

### Circle and include relevant documents/comments as appropriate

<b>PAYG Payment Summary/Income Statement</b> Please enclose any PAYG summaries issued. Income statements will be obtained from ATO by 542 Partners.	Yes	No
<b>Termination Payments</b> Please enclose all Eligible Termination Payment statements and documents relating to such payments.	Yes	No
<b>Social Security Payment Summaries</b> Please include statements.	Yes	No
<b>Interest Income</b> If yes; please provide year to date Interest Summary.	Yes	No
<b>Dividends Received</b> If so please include all dividend statements.	Yes	No
<b>Trust/Partnership/Business Income</b> If so details and/or statements received are required.	Yes	No
<b>Managed Funds/Unit Trusts</b> Please forward your tax statements.	Yes	No
<b>Rental Property Income</b> If so please provide the following:  Loan Statements Agents Statements Rent Received Details of Expenses (landlord insurance, repairs, rates etc.) Date of Purchase Date First Rented	Yes	No
<b>Foreign Income</b> If so please provide details.	Yes	No
<b>Employee Share Schemes</b> If you received any shares, please provide details.	Yes	No
<b>Share Trading</b> If so please provide details of purchase and sale preferably in the form of Brokers notes.	Yes	No
<b>Capital Gains Information</b> Sale of property/ investments/ assets during the year including house/land/ commodities/gold etc  - Purchase price and date (purchase contract is ideal) - Sale price and date (sale contract is ideal) - Details of additions or improvements - Reason for purchase.	Yes	No
<b>Other Income</b> Please provide details of source and amount.	Yes	No

## Deductions in Connection with Earning your Income

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### Work Related Expenses

Yes No

Consider & provide details where applicable of date of purchase, cost and % business use in relation to:

(Please note if required to do so by the ATO, an invoice receipt or other documentary evidence may have to be produced).

- Home telephone (% business related) \_\_\_\_\_
- Mobile phone (% business related) \_\_\_\_\_
- Journals and texts \_\_\_\_\_
- Seminar and conference expenses \_\_\_\_\_
- Stationery \_\_\_\_\_
- Internet expenses (% business related) \_\_\_\_\_
- Sun Protection \_\_\_\_\_
- Work related travel expenses, nights away. \_\_\_\_\_
- Work related clothing expenses \_\_\_\_\_
- Self education \_\_\_\_\_
- Other work related equipment \_\_\_\_\_
- Other (list). \_\_\_\_\_

### Donations

Yes No

List institutions date of receipts and amounts donated (retain receipts).

### Professional Association Fees

Yes No

Union fees  
Other (list).

### Motor Vehicle Expenses

Yes No

(either business or employment related)

There are two current methods for motor vehicle deductibility:

Actual Method - log book  
Cents per kilometre method.

Depending on the method chosen, please provide the following in respect of each vehicle:

Details of running expenses  
Total kilometres travelled during the year  
Business kilometres travelled per log book/records kept  
Date of purchase or lease  
Cost/market value  
Make, Model, Registration

### Other Deductions

Yes No

Consider and provide details where applicable in relation to:  
Interest and dividend deductions  
Tax agent fees  
Prior year losses.



# Tax Checklist

Suite 305, 30 Kingsway, Cronulla, NSW 2230  
PO Box 465, Cronulla, NSW 2230  
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e: info@542partners.com.au  
t: 02 9527 1782

## Deductions in Connection with Earning your Income

### Superannuation Contributions

Yes No

Have you made personal contributions to one or more superannuation fund outside of an employment or salary sacrifice arrangement?

If yes, please provide the S290 notice/s from the fund/s showing whether they are deductible contributions.

### Spouse Superannuation

Yes No

Do you contribute to a non-employer sponsored superannuation fund for the benefit of your spouse?

Was the sum of your spouse's assessable income, total reportable fringe benefits, and reportable employer superannuation contributions less than \$13,800?

If so please provide:

Name of fund \_\_\_\_\_

Policy number \_\_\_\_\_

Amount contributed. \_\_\_\_\_

### Income Protection Insurance

Yes No

Please provide details.

### Managed Investments

Yes No

(eg movies, floriculture)

Name of investment \_\_\_\_\_

Amount invested \_\_\_\_\_

Loan interest accrued/paid. \_\_\_\_\_

### Zone Rebate

Yes No

A zone rebate may be available if you reside in a designated zone area during the year. Please provide details of:

Place of residence in zone \_\_\_\_\_

Nearest post office \_\_\_\_\_

Period of residence ie: \_\_\_\_\_

- From \_\_\_\_\_

- To. \_\_\_\_\_



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## Deductions in Connection with Earning your Income

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**HELP** Yes No  
Do you have outstanding HELP (Higher Education Loans Program) debt as at 30 June 2020?

**Medicare Levy Surcharge & Private Health Insurance Rebate** Yes No  
Did you have private health insurance from 1 July 2019 to 30 June 2020?  
- If yes, please provide the yearly statement.  
- If no, please state period covered.

**Abstudy / Austudy Loan** Yes No  
Do you have an outstanding supplementary Austudy/Abstudy or Austudy/Abstudy loan as at 30 June 2020?  
If so how much and when was the loan first incurred? \_\_\_\_\_

**Did you commence/ stop residency for the first time?** Yes No  
Please provide date that you commenced/stopped residency. \_\_\_\_\_

**Did you have a spouse - married or de facto - on 30 June 2020** Yes No  
If yes, please provide:  
- Spouse Name \_\_\_\_\_  
- Spouses TFN \_\_\_\_\_  
- Spouses date of birth \_\_\_\_\_  
- 2019-2020 adjusted taxable income of spouse \_\_\_\_\_  
- List and amounts of Australian government benefits included in the calculation of your spouse's taxable income  
\_\_\_\_\_  
- Dates you and your spouse were together if not the full year.  
\_\_\_\_\_  
- Number of Dependent children  
\_\_\_\_\_

## Working from home

No. of Hours worked from home between 1/7/19-29/2/20 \_\_\_\_\_

No. of Hours worked from home between 1/4/20-30/6/20 \_\_\_\_\_  
OR  
Actual running costs of home office and floor space % \_\_\_\_\_