



## 2020 Individual Tax Return Checklist

### INCOME

- Government or Centrelink Payments (e.g Pensions, Sickness Benefits, Parenting Payments, Newstart, Austudy & Youth Allowances)
- Interest Received from Savings (Term Deposits, Bonus Saver Account, etc)
- Dividends received on Shares and Managed Fund Statements
- Pension or Annuity Payment Summaries (Group Certificates)
- Foreign Source Income
- Lump Sum and Termination Payments - All documentation should be provided including an ETP Payment Summary from the Employer or Fund
- Details of any Capital Gains Tax Asset Sales (e.g. Shares and Real Estate).
- Income from Trusts and Partnerships (Distribution Statements)
- Personal Services Income & Business Income (Sole Trader)
- Rental Property Income (Rental Property Checklist on our Website)
- Any other income: (Please Specify Below)

### DEDUCTIONS

- Motor Vehicle Expenses (Business Kilometres, Logbook)
- Work Related Travel Expenses (Airfares, Accommodation, Meals and Incidentals etc.)
- Work related Protective Clothing and Uniform Expenses
- Work related Self Education Expenses (e.g. Course fees, Seminars, Conferences, Books)
- Subscriptions (Union Membership, Professional Body Membership, Licensing)
- Donations of \$2 and over.
- Cost of Managing Tax Affairs including litigation costs, ATO interest and other expenses.
- Interest and Dividend Expenses (Bank fees, Margin Loan Interest, Investment Magazine Subscription, Financial Planning Fees)
- Income Protection Insurance Policy (Sickness and Accident Insurance)
- Sun Protection Expenses (if mainly working outdoors – sunscreen, sunglasses, hat)
- Tools, Equipment and New Assets (e.g. Laptops, iPads)
- Work Related Home Office Expenses. Including; Mobile, Internet, Printing & Stationery etc.

Please note, under COVID-19 rulings there is an applicable set rate of 80c per each hour worked from home from 1 March 20 to 30 June 20.

### OTHER CONSIDERATIONS

- Dependent Children Details (full name, date of birth, taxable income if working)
- HECS, HELP, SFSS and PELS Debt Statement
- DVA Pension & Defence Force Medicare Levy Exemption Certificate
- If relevant, Spouse Taxable Income and Full Name (Only if spouse is not also a client)
- Plus any other document(s) you believe may be helpful in tax preparation

If you are uncertain with any items that relate to your 2020 Individual Tax Return, do not hesitate to speak with your HS Plus Advisor.

#### Additional Notes:

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**Please Note:** To ensure you obtain the maximum deductions you are entitled to, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.