



## CHECKLIST

### 2020 Individual Tax Return

This checklist has been designed to assist our clients to prepare for their 2020 individual tax return.

Please provide us with all relevant information as listed on the enclosed checklist. Without all of the required information we may not be able to complete your tax return(s) for your optimal benefit, i.e. claiming all the deductions allowable for your circumstances.

To enable us to commence on your work, please complete and return the checklist and provide us with all the relevant documentation to support the checklist. Thank you for the opportunity to work with you. You are welcome to contact our office at any time with any queries.

Personal Details	Client One	Client Two (if applicable)
Name		
Date of Birth		
TFN		
Residential Address		
Occupation/Industry		

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



# Irina Hollander & Associates Pty Ltd

Chartered Accountants



Bank Details	Client One	Client Two (if applicable)
Account Name		
BSB		
Bank Account Number		
Bank Name and Branch		
	Dependents (if applicable)	Comments
Name(Dependent 1)		
Date of Birth		
Name(Dependent 2)		
Date of Birth		
Name(Dependent 3)		
Date of Birth		

Category (\$)	Description	Tick if attached
Income	<b>Salary, wages, allowances, earnings, tips, director's fees, JobKeeper, etc.</b> Obtain and attach PAYG payment summary statements.	
	<b>Employer lump sum payments</b> These payments are in respect of unused annual and long service leave paid out on termination of employment. Attach a copy of a statement of termination from your employer.	
	<b>Employment termination payments (ETP's)</b> Obtain and attach any ETP payment summaries and employer termination statements.	

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



Liability limited by a scheme approved under Professional Standards Legislation

# Irina Hollander & Associates Pty Ltd

Chartered Accountants



Category (\$)	Description	Tick if attached
	<b>Australian Government allowances and payments like JobSeeker, Youth Allowance, Austudy payment and Parenting Payments</b> Provide details of all the above allowances and payments.	
	<b>Australian Government pensions and other allowances and Other Australian annuities and superannuation income streams</b> Attach details of taxable and rebatable components of pension e.g. statements.	
	<b>Australian superannuation lump sum payments</b> Attach any statements or documents. Superannuation lump sums paid from a taxed source to a person aged 60 or over are tax free. Lump sums paid to persons under 60 are still taxable.	
	<b>Attributed personal services income (PSI)</b> Attach all Payment Summaries	
	<b>Gross interest</b> Interest that is received or credited in a year is taxable. Please include year-end bank statement, showing interest earned for the year ended 30 June 2020.	
	<b>Dividends</b> Unfranked, partly franked and fully franked dividends are assessable for taxation purposes. Attach all dividend statements.	
	<b>Employee Share Schemes</b> Attach all information concerning employer scheme.	
<b>Supplement Income or Loss</b>	<b>Partnerships and trusts</b> Attach Annual Taxation Statements that detail partnership, trust or a managed investment trust income received. Note: from 1 July 2010 trustees of closely held trusts are required to withhold amounts from distributions to individual beneficiaries who have not provided their TFN. Beneficiaries who have had amounts withheld from their trust distributions can claim a credit.	

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



Liability limited by a scheme approved under Professional Standards Legislation

# Irina Hollander & Associates Pty Ltd

Chartered Accountants



Category (\$)	Description	Tick if attached
	<b>Personal Services Income (PSI)</b> If the majority (more than 50%) of your income is for the skills, knowledge, expertise or efforts of the person who performed the services, this income will be classified as PSI. PSI income is taxed in the hands of individual performing the services, regardless of whether the income is invoiced via a trust or a company.	
	<b>Net income or loss from business</b> Provide all details if you received income from any business other than PSI.	
	<b>Capital gains</b> Provide: Description of the asset, the purchase date, the purchase cost (inclusive of stamp duty, if applicable), the date and amount of any expenditure incurred, including eligible incidental costs, the sale date, and the sale proceeds amount.	

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



Liability limited by a scheme approved under Professional Standards Legislation

# Irina Hollander & Associates Pty Ltd

Chartered Accountants



Category (\$)	Description	Tick if attached																																							
	<p><b>Rent</b> Provide details of:</p> <ul style="list-style-type: none"> <li>• Purchase and disposal contracts for the property</li> <li>• Percentage of the ownership of the property</li> <li>• Date the property became available for rent, if the date falls within the year ended 30 June 2020</li> <li>• Interest charged on money borrowed to purchase, build or renovate the rental property and interest incurred in respect of purchase of depreciating assets for the property</li> <li>• Details of any capital works expenditure to the rental property.</li> <li>• Rental and other rental related income earned (<a href="#">worksheet</a>-page 4)</li> <li>• Other expenses relating to the rental property (<a href="#">worksheet</a>-page 4)</li> </ul> <p>Note to clients: Borrowing costs are claimed over the life of the loan or five years, whichever is the lesser. Also, you may be able to claim a tax deduction for the construction costs of the property or structural improvements.</p>																																								
	<table border="1"> <thead> <tr> <th colspan="2">Rental Property <a href="#">Worksheet</a></th> <th>\$</th> </tr> </thead> <tbody> <tr> <td rowspan="2"><b>Income</b></td> <td>Rental Income</td> <td></td> </tr> <tr> <td>Other rental related income</td> <td></td> </tr> <tr> <td rowspan="14"><b>Expenses</b></td> <td>Advertising for tenants</td> <td></td> </tr> <tr> <td>Body corporate fees or charges</td> <td></td> </tr> <tr> <td>Borrowing expenses</td> <td></td> </tr> <tr> <td>Cleaning</td> <td></td> </tr> <tr> <td>Council rates</td> <td></td> </tr> <tr> <td>Deductions for decline in value</td> <td></td> </tr> <tr> <td>Gardening / lawn mowing</td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> </tr> <tr> <td>Interest on loans</td> <td></td> </tr> <tr> <td>Land tax</td> <td></td> </tr> <tr> <td>Legal expenses</td> <td></td> </tr> <tr> <td>Pest control</td> <td></td> </tr> <tr> <td>Property agent fees or commissions</td> <td></td> </tr> <tr> <td>Repairs and maintenances</td> <td></td> </tr> <tr> <td>Capital work deductions</td> <td></td> </tr> </tbody> </table>	Rental Property <a href="#">Worksheet</a>		\$	<b>Income</b>	Rental Income		Other rental related income		<b>Expenses</b>	Advertising for tenants		Body corporate fees or charges		Borrowing expenses		Cleaning		Council rates		Deductions for decline in value		Gardening / lawn mowing		Insurance		Interest on loans		Land tax		Legal expenses		Pest control		Property agent fees or commissions		Repairs and maintenances		Capital work deductions		
Rental Property <a href="#">Worksheet</a>		\$																																							
<b>Income</b>	Rental Income																																								
	Other rental related income																																								
<b>Expenses</b>	Advertising for tenants																																								
	Body corporate fees or charges																																								
	Borrowing expenses																																								
	Cleaning																																								
	Council rates																																								
	Deductions for decline in value																																								
	Gardening / lawn mowing																																								
	Insurance																																								
	Interest on loans																																								
	Land tax																																								
	Legal expenses																																								
	Pest control																																								
	Property agent fees or commissions																																								
	Repairs and maintenances																																								
Capital work deductions																																									

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



Liability limited by a scheme approved under Professional Standards Legislation

# Irina Hollander & Associates Pty Ltd

Chartered Accountants



Category (\$)	Description	Tick if attached								
	<table border="1"> <tr> <td>Stationery, telephone and postage</td> <td></td> </tr> <tr> <td>Travel expenses (commercial only)</td> <td></td> </tr> <tr> <td>Water charges</td> <td></td> </tr> <tr> <td>Sundry rental expenses</td> <td></td> </tr> </table>	Stationery, telephone and postage		Travel expenses (commercial only)		Water charges		Sundry rental expenses		
Stationery, telephone and postage										
Travel expenses (commercial only)										
Water charges										
Sundry rental expenses										
	<p><b>Bonuses from life companies and friendly societies</b> Provide documentation regarding bonuses received on insurance bonds issued by life insurers and friendly societies. Bonuses are tax free if cashed in after 10 years. If not, the bonuses may be taxable and a rebate can be claimed.</p>									
	<p><b>Other income</b> Have you received any other benefit / income during the year that has not been discussed above?</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• A non-qualifying component of an ETP</li> <li>• Lump sum payments in arrears</li> <li>• Foreign exchange gains</li> <li>• Royalties</li> <li>• Scholarships, bursaries, grants</li> <li>• Any assessable balancing adjustments on depreciating assets</li> <li>• Jury service fees</li> </ul>									
<b>Deductions</b>	<p>Do you wish to claim more than \$300 in work-related expenses?</p> <table border="1"> <tr> <td>If No</td> <td>Please go to page 8 - <a href="#">Offsets and Rebates</a>. Substantiation not necessary for reasonable claims up to \$300.</td> </tr> <tr> <td>If Yes</td> <td>Please complete the sections below.</td> </tr> </table>	If No	Please go to page 8 - <a href="#">Offsets and Rebates</a> . Substantiation not necessary for reasonable claims up to \$300.	If Yes	Please complete the sections below.					
If No	Please go to page 8 - <a href="#">Offsets and Rebates</a> . Substantiation not necessary for reasonable claims up to \$300.									
If Yes	Please complete the sections below.									
	<p><b>Work related car expenses</b> You may use either the “cents per kilometre” or “logbook” methods to calculate your work-related car expenses.</p> <p><b>1. Cents per kilometer method</b> Claim is based on a set rate for each business kilometer travelled. You</p>									

PO Box 6115, Narrabeena, NSW 2099

T: (02) 8093 1913

M: 0402 305 848

E: [irina@irinahollander.com.au](mailto:irina@irinahollander.com.au)

[www.irinahollander.com.au](http://www.irinahollander.com.au)



Liability limited by a scheme approved under Professional Standards Legislation









