

2020 Individual Tax Return Checklist



Your Full Name:

Date:

Below is a Checklist of information we will require from you in order to attend to the preparation of your Individual Income Tax Return. Please take the time to complete this Checklist as it is a very important part of the tax return process. It helps you:

- Identify and provide the information we need to prepare your return, helping to ensure compliance & minimise your tax,
- Minimise the queries from us during the process helping to keep the cost down, and
- Ultimately ensure we can complete your return efficiently and within our agreed timeframe and expected fee.

PLEASE NOTE: If there is relevant information you are unable to provide at this time, it could result in a delay in the processing of your return and could result in us having to spend more time doing so than is optimal. This could also therefore potentially result in an increased fee than might otherwise be the case. So please do your best to provide all relevant information upfront wherever possible.

Update of Contact Details

To ensure that our records are up to date, please provide us with any changes to the following details:

Please print clearly

If your Name has changed, please provide details:	
Residential Address:	
Postal Address:	If not the same as residential address
Email:	
Work Phone / Home Phone:	
Mobile Phone:	
Marital Status:	Has this changed from last year? Yes / No
Spouse's Name & DOB:	
Dependants' Name(s) & DOB(s):	
Occupation:	
Bank Account Details (for Refund):	BSB: Account No:
First Time Income Tax Returns	Enclosed N/A
If we are preparing your return for the first time, please provide a copy of your last lodged return.	<input type="checkbox"/> <input type="checkbox"/>
Salary, Wages and Allowances	Yes No / Not Sure
Has your employer reported your salary and/or wage earnings to the ATO via Single Touch Payroll?	<input type="checkbox"/> <input type="checkbox"/>

Salary & Wages, Allowances continued, plus Lump Sums & ETPs, Government & Super Incomes	Enclosed	N/A
Did any employers or Centrelink provide you with a Payment Summary? If so, please provide us with a copy.	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any other form of income from an employer, Centrelink or Superannuation Fund (ie. Allowances, Fringe Benefits, Lump Sums & ETPs, Government & Super income payments)? If so, please provide any other documentation you received in relation to the payments.	<input type="checkbox"/>	<input type="checkbox"/>
Interest Income	Enclosed	N/A
Please provide a summary of Interest income received including any tax withheld.	<input type="checkbox"/>	<input type="checkbox"/>
Dividend and Trust (incl. Managed Funds) Income	Enclosed	N/A
Please provide copies of all Dividend and Trust (including ETF and Managed Fund) Distribution Statements or your Financial Administrators Tax Summary Reports.	<input type="checkbox"/>	<input type="checkbox"/>
Rental Income	Enclosed	N/A
Please provide details of all income and expenses (The best way to do so, ensuring nothing is missed, is to complete our Rental Property Tax Checklist available from the "Advice Centre" at https://capitalq.com.au/downloads/).	<input type="checkbox"/>	<input type="checkbox"/>
Investment / Asset Sales (including Shares & Property)	Enclosed	N/A
For each investment and/or asset disposal (including your Home if it has been used for income producing purposes in the past), please provide the following details and documentation: <ul style="list-style-type: none"> • Purchase Date • Purchase Cost (plus costs of Additions and Improvements if relevant) • Sale Date • Sale Proceeds (Sale Price) • Sale costs (costs associated with the sale of the property) • Interest costs (statements for the period when first purchased to sale date) • For Rental Properties; <ul style="list-style-type: none"> ○ Please provide the Offer & Acceptances and Settlement Statements at both acquisition and disposal, ○ Depreciation reports (If not previously provided) • For Investments subject to Mergers and other Corporate Restructures - Please provide full details and documentation (ie. Correspondence from the Company) 	<input type="checkbox"/>	<input type="checkbox"/>
Cryptocurrency	Enclosed	N/A
Did you invest during the year in relation to cryptocurrency? Or hold cryptocurrency from prior years? If yes to either, please provide the following details; <ul style="list-style-type: none"> • The date of the transactions • The value at the time of the transaction/s • What the transaction was for and who the other party was (even if it's their cryptocurrency address) Please ensure you have the following records; <ul style="list-style-type: none"> • Costs associated with managing your investments • Exchange records • Digital wallet records and keys 	<input type="checkbox"/>	<input type="checkbox"/>

Work Related Car Expenses	Enclosed	N/A
Please provide details of your work use of your motor vehicle as well as work kilometres travelled and expenses incurred (The best way to do so, ensuring nothing is missed, is to complete our Motor Vehicle Tax Deduction Checklist available from the “Advice Centre” at https://capitalq.com.au/downloads/).	<input type="checkbox"/>	<input type="checkbox"/>
Other Work-Related Expenses	Enclosed	N/A
Please provide a summary of any other work-related expenses you may have incurred including – <ul style="list-style-type: none"> • Travel • Uniform, Protective Clothing, Laundry • Self-Education • Home office – Estimated hours worked from home broken down into the periods 1/7/19 to 29/2/20 and 1/3/20 to 30/6/20. <i>You should hold evidence of how you determined your estimate (ie. a diary)!</i> • Computer • Telephone / Mobile • Subscriptions & Union Fees • Other, please specify (more room below...) 	<input type="checkbox"/>	<input type="checkbox"/>
Other Deductions	Enclosed	N/A
Please provide a summary of any other deductible expenses you may have incurred including – <ul style="list-style-type: none"> • Donations • Cost of managing tax affairs (if not CapitalQ) • Personal superannuation contributions • Expenses relating to investments (including interest and administration costs) • Income Protection Insurance (held outside of Superannuation) • Other, please specify (more room below...) 	<input type="checkbox"/>	<input type="checkbox"/>
Private Health Insurance	Enclosed	N/A
Please provide a copy of your Private Health Insurance Tax Statement (if received).	<input type="checkbox"/>	<input type="checkbox"/>
Tax Offsets	Yes	No
Was your “usual place of residence” in a remote area of Australia (not including an offshore oil or gas rig) or did you serve overseas with the ADF or UN Armed Forces? If so, please provide a summary of the number of nights your residence was in the remote area and/or you were overseas.	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe you are entitled to any other tax offsets or rebates, if so please advise?	<input type="checkbox"/>	<input type="checkbox"/>
Income Tests (Applicable to Family Tax Benefit, HECS, Medicare Levy, Etc)	Yes	No
Did you receive any of the following – <ul style="list-style-type: none"> • Fringe Benefits from your Employer, • Superannuation Contributions from your Employer over and above your minimum entitlement (ie. Salary Sacrificed Superannuation Contributions), • Tax Free Government Pensions or Payments? And/ or did you pay - <ul style="list-style-type: none"> • Child Support, if so – How much? \$ _____ • Superannuation contributions on behalf of your spouse? • Do you have dependents? If so, how many? _____ If yes to any of the above, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>

Other Items	Yes	No
Are you entitled to a Medicare Levy exemption or reduction (if in doubt the answer is No)?	<input type="checkbox"/>	<input type="checkbox"/>
Did your residency status change during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a HECS/HELP debt?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any PAYG Instalments (tax instalments) during the year?	<input type="checkbox"/>	<input type="checkbox"/>
<p>Did you have a Spouse <u>and</u> have Private Health Insurance <u>and</u> wish to Claim a Private Health Insurance Rebate? If you can answer yes to all three, we must prepare your and your Spouse's Returns at the same time. Alternatively, you will need to provide us with full details of your Spouse's income as follows -</p> <ul style="list-style-type: none"> • Taxable Income _____ • Reportable Fringe Benefits _____ • Reportable Super Contributions _____ • Net Investment Losses. _____ <p>Were you with your spouse for the whole financial year? (01/07/2019 – 30/06/2020)</p> <ul style="list-style-type: none"> • If not, from what dates were you with your spouse during the financial year? _____ / _____ / _____ to _____ / _____ / _____ 	<input type="checkbox"/>	<input type="checkbox"/>
Overseas Income or Assets (IMPORTANT!)	Yes	No
Do you own any assets overseas? If yes, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any income in relation to assets or activities overseas (including where the income was not brought into Australia and/or where someone else received the income on your behalf)? If yes, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Other Relevant Information		
<p>If you received any other income (ie. Taxable Government Pensions and similar payments, Taxable Payments from Superannuation, Employee Shares, Foreign Income, Royalties, potential Capital Gains from a Deceased Estate, Foreign Income) please provide full details.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>Is there any other information you feel we need to know about? Or do you have some comments regarding your answers above? If so, please provide details -</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		