**TAXATION RETURN CHECKLIST – 2021**

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| **NAME:** | |
| **ADDRESS:** | |
| **MOBILE:** | |
| **EMAIL:** | |
| **BANK DETAILS: Name on bank account** |  |
| **BSB Number** | **Account Number** |
| **How do you wish to receive your tax return for signing? (circle one)**  **Send it to me by MAIL Send it to me by EMAIL** | |

**The completion of this “checklist” or booking an appointment with GWS Accountants states your intention to “engage” the services of GWS Accountants to complete your 2021 Taxation Return.**

**GENERAL INFORMATION**

* GWS Accountants offers taxation return preparation service by **appointment, mail or email**.
* Appointments may be requested via email. Please nominate more than one date and time as your first preference may not be available.
* The scanned signed pages of your tax return may be emailed to us for lodgment.
* Taxation documents may be sent via ordinary or registered mail to either our PO Box or street address (the cost of your postage is a tax deduction).

GWS Accountants or GWS Accountants

PO Box 64 17a Were Street

Diamond Creek Vic 3089 Montmorency VIC 3094

Email: [tax@gwsaccountants.com.au](mailto:tax@gwsaccountants.com.au)

Phone: 9434 6017

Fax: 9434 6093

**Our Trading Terms**

***Please note that our payment will not be deducted from your tax refund.***

**OUR BANK DETAILS HAVE CHANGED BENDIGO BANK (Diamond Creek)**

**BSB 633-000**

**Account 166939462**

Payment terms are Net 7 Days.

Payment is accepted by Cash, Cheque, Mastercard, Visa or Direct Credit. You may also use our website to make payment via Paypal or credit card.

The customer is liable for all reasonable expenses (including contingent expenses such as debt collection commission) and legal costs (on a full indemnity basis) incurred by GWS Accountants for enforcement of obligations and recovery of monies due from the customer to GWS Accountants.

***For Items 1 to 12 it is preferable that we see the original documents supplied by employer, Centrelink, pension provider, shareholding company or bank.***

1. **Employees – Salary & Wages**

*Please list each of the jobs you had during the year.*

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| **EMPLOYER** | **POSITION** |
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1. **Did you receive a retrenchment or lump sum payment? YES/NO**

*List the PAYG Summary and/or ETP Certificate for each termination payout.*

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1. **Did you receive payments from superannuation funds (lump sums, pensions)? YES/NO**

If you are 60+ as at 30 June 2021, you will not have to show the income received on your tax return. Only government (untaxed) super funds will issue a PAYG Summary for those over 60.

If you are under 60 you will receive a PAYG Summary from your superannuation fund with details of any tax offsets that may be available.

*List any PAYG Summaries from superannuation funds.*

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1. **Did you receive any Government Allowance/Pension? YES/NO**

Examples in this category include Jobseeker, Jobkeeper, Newstart, Youth Allowance, Austudy, parent payments & aged pension.We would like to see the statement of income from Centrelink.

*List any government allowances or pensions.*

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1. **Did you receive Interest Income from any Financial Institution? YES/NO**

We need the name of the Bank, the 6 digit BSB number, your account number, the interest amount and the account name. Was any tax withheld because the financial institution did not have your Tax File Number?

*List any bank accounts earning interest income.*

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| --- | --- | --- | --- | --- |
| **BANK** | **ACCT NAME** | **BSB** | **ACCOUNT** | **INTEREST ($)** |
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1. **Did you receive any dividends for the year from any shareholdings? YES/NO**

There are usually two dividends per year. You may be under a reinvestment program with the company, if so you are still required to show the dividends as income.

*List any dividends you received.*

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| **SHAREHOLDING** | **DIVIDEND 1** | | | **DIVIDEND 2** | | |
| **F** | **UF** | **IC** | **F** | **UF** | **IC** |
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1. **Did you receive any income from Investment Funds or Public Trusts? YES/NO**

You will receive an annual tax statement from the investment fund. This may not arrive until October/November.

*List any Investment Funds, Trusts or Partnerships from which you have earned income.*

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1. **Did you sell any real estate (other than family home), shares, investment units, businesses and other assets? This may incur a Capital Gain. YES/NO**

We require all documents in relation to the purchase of the asset. If the shares are purchased by Dividend Reinvestment, we need all dividend statements. We require the sale contract and all details of all expenses incurred in the sale.

*List any real estate, shares, investment units, businesses or other assets acquired.*

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1. **Do you own rental properties? YES/NO**

**Property Purchase:**

*If you purchased a new property this year, please provide the following details.*

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| **ADDRESS** | **DATE OF PURCHASE** | **AMOUNT PAID** | **EXPENSES** |
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**Rental Properties:**

**Income:** Collate all information regarding income from Tenants and/or Estate Agents.

**Expenses:** Collate all information regarding expenses including Agent Fees, Water and Council rates, Insurance, Property Maintenance and Repairs.

**Purchases:** Provide details of any major (>$300) items purchased for the property as these may be depreciated over time. Please provide the purchase date, a description of the item and the amount (including GST) paid.

**Loans:** Provide details of any bank charges, the amount of the loan, name of the lending institution, amount of interest paid, any borrowing/establishing/switching fees.

*List the property address, the date it was first let, and the number of weeks in the 2019/2020 financial year the property was let.*

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| **ADDRESS** | **DATE FIRST LET** | **NUMBER OF WEEKS** |
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1. **Did you earn any Other Income? YES/NO**

Taxable Professional Income, Insurance Bonuses, and Allowances not elsewhere included in this checklist should be declared here, along with other non-employment income; for example, distributions from partnerships or private trusts.

*List any other income received.*

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***All deductions or expenses should be accompanied by appropriate documentation, e.g. invoices/receipts, log book, diaries. Indicate ‘Not Applicable’ by circling where necessary.***

1. **Motor Vehicle Expenses N/A**

**Business Use Method**

*Complete this table to claim the Business Use method.*

|  |  |
| --- | --- |
| **CAR TYPE** | **ENGINE CAPACITY** |
|  |  |
| **COST** | **DATE OF PURCHASE** |
|  |  |
| **REGISTRATION** | **RUNNING COSTS** e.g. Reg., Ins., Repairs, Tolls |
|  |  |
| **BUSINESS KILOMETRES** | **TOTAL KMS TRAVELLED** |
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**Kilometre Method**

*Complete this table to claim up to 5, 000 km.*

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| **KILOMETRES TRAVELLED FOR BUSINESS** |
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1. **Work related uniform costs, laundry, dry cleaning** **N/A**

*Please list all details of any uniform, laundry and dry cleaning costs, including any protective clothing, safety clothing or sun protection products.*

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| **ITEM (Provide invoice/receipt)** | **COST** |
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1. **Self Education Costs N/A**

*List invoices, receipts and travel details of any education directly related to the current occupation.*

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1. **Memberships N/A**

*List the**Union Fees and/or costs of memberships of Professional Associations.*

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| **ORGANISATION** | **COST** |
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1. **Equipment N/A**

*List any stationery, invoice books, mobile phone receipts, or other equipment purchased for Business usage.*

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| --- | --- |
| **ITEM (Provide invoice/receipt)** | **COST** |
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1. **Insurance N/A**

*List the details of any Sickness & Accident/Income Protection/Professional Indemnity Insurance.*

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| --- | --- |
| **ITEM (Provide invoice/receipt)** | **COST** |
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1. **Home Office Expense** **N/A**

*Use the below table to assist you in calculating a home office claim.*

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| **During COVID ATO offer $0.80 per hour of working from home** |  |
| **We require total hours worked from home during financial year** |  |

1. **Superannuation Deduction**

Did you make a personal contribution to super from your own funds?

If you wish to claim as tax deduction you need to advise your superannuation fund and receive confirmation from them **YES/NO**

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| **Value of contribution** | **$** |

1. **Interest & Dividend Deductions N/A**

*List any interest on loans taken to finance investments.*

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1. **Donations N/A**

*List any donations you made to tax registered charities.*

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| **ORGANISATION** | **AMOUNT** |
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1. **Tax Preparation Expenses**

*List the expenses incurred in arranging your taxation return.*

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| **Amount paid for the preparation of your 2019 tax return** |  |
| **Amount paid for postage associated with this year’s return** |  |
| **Cost of travel/kilometres traveled to Tax Agent for this year’s tax return** |  |

1. **Private Health Insurance N/A**

Do you have Private Health Insurance? Please provide the annual statement from your Health Fund.

*If you don’t have the annual statement, please complete.*

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| **FUND NAME** | **ACCOUNT NUMBER** | **FAMILY/COUPLE/SINGLE** | **LEVEL OF COVER** |
|  |  |  |  |

Did you receive any rebates against this insurance? YES/NO

1. **Tax Offset for Senior Taxpayers N/A**

If you and your spouse have reached pension age you can claim an extra rebate against your tax payable. This is means-tested as a couple and therefore for anyone making a claim will need to provide: Name, Date of Birth, Tax File Number and Taxable Income of their Spouse. (If Greg prepares the spouse tax return you can assume we will be able to calculate the taxable income for you).

**ANY OTHER COMMENTS/QUESTIONS ETC. FOR YOUR TAX RETURN:**

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