

Dear Valued Client,

2020 END OF FINANCIAL YEAR TAX CHECKLIST

Tax time is with us again and we wish to report that we have not yet relocated to our new premises. Although we are meeting with clients, we must abide by the Social Distancing requirements brought on by the most unusual circumstances we all find ourselves in this year. We would like to give you the opportunity to supply your information to us to complete your 2020 income tax return in the most convenient way possible.

The office is still open but to ensure the health and safety of our clients and our staff we would suggest that you may wish to take advantage of one of the following alternative methods.

- You may email your information to admin@ptaservices.com.au or directly to peter@ptaservices.com.au, les@ptaservices.com.au, or wendy@ptaservices.com.au. We will then prepare the return and email it to you for you to review, sign and return to our office for lodgement.
- Mail the information to us at PO Box 721, Camden, NSW 2570. We will prepare the return and then mail it to you for you to review, sign and return to our office for lodgement.
- Place your information in an envelope or folder, drop it off at the office for completion. We will then contact you once it has been completed.

For your convenience we have attached a checklist of information that may be required to complete your tax return. Please use this checklist as a guide to aid you in preparing/collating all necessary documents to prepare your return.

We would like to thank you again for your continued support. It is disappointing that this year we will not be able to meet and chat in the traditional manner, but look forward to the future when we will return to normal.

Take care and be safe.

The Team at PTA

Phone: 02 4655 7711

Website: www.ptaservices.com.au

2020 INDIVIDUAL TAX RETURN CHECKLIST

To assist us in completing your 2020 Income Tax Return, please complete the following checklist and return to us together with the relevant items.

Full Name:	
Current Address:	
Telephone Contacts:	Mobile:
	Business Hours (work):
	After Hours (home):
Email :	
Bank Account Details:	Name of account:
	BSB:
	Account Number:
Job Description Details:	

This year you may not receive a payment summary (Group Certificate) from your employer, it will be sent directly to your MyGov account. You do not need to produce this in order to have your tax return prepared.

We should be able to access the following directly from the Tax Office: payment summary, bank interest, health fund details and dividends.

With the dividends please make a list of dividends received as the information available from the Tax Office is not always up to date.

EMPLOYMENT INCOME:

- PAYG Payment Summaries
- Lump Sum and Termination Payment Summary
- Other Employment Related Income
- Directors Fees

INVESTMENT INCOME STATEMENTS:

- Bank Statements – showing interest received
- Dividend Statements
- Trust Distribution Statements
- Capital Gains Tax Statements
- Managed Funds Statements
- Foreign Source Income and details of any Foreign Tax Credits

OTHER INCOME:

- Government Pensions and Allowances
- Other Pensions and Allowances
- Details of any Capital Assets Sold

2020 INDIVIDUAL TAX RETURN CHECKLIST

REBATES AND OFFSETS:

- Private Health Insurance – you must have your annual statement from your private health fund in order for us to complete your return.

INVESTMENT PROPERTY:

- Property / Agent Rental Statements
- Advertising Fees
- Body Corporate Fees
- Rates & Taxes
- Insurance Premiums Paid
- Interest Paid
- Inspection Fees
- Repairs and Maintenance
- Land Tax Paid
- Improvements and Renovations Depreciation Schedules

DEDUCTIONS:

- Motor Vehicle Expenses – details of car make/model ; km travelled and/or details of expenses incurred
- Home Office Expenses
- Gifts or Donations
- Tax Agent Fees
- Self-Education Fees
- Subscriptions and Journals
- Work Related Clothing Expenses
- Tools of Trade
- Income Protection Insurance
- Travelling Expenses

SIGNATURE

DATE

NAME (Print)