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| **A picture containing drawing  Description automatically generated** | **2020 Tax Return Preparation**  **Checklist/Questionnaire** |

Thank you for using **KDC Accounting** as your trusted accountant and tax advisor. We are trialling something new this year and have prepared this checklist for you to use. We hope that it helps in the following ways:

1. Helps you to gather your information with more ease,
2. Helps you to identify queries and discussion points,
3. Saves time in your interview, which ultimately saves you money, and
4. May even mean that many appointments are not necessary.

In this COVID environment, we would like to encourage you to only make face-to-face appointments when necessary. Since March, we have managed very well with phone and Zoom appointments. Many of our clients have discovered that an initial appointment is not always necessary, or that it can be done by phone or Zoom. More often, we find it better to have a mid-way catch-up to ask some specific questions - after having already gone through your records. We would like to continue this approach and hope to provide at least the same level of experience as previously, if not a better one. By minimising our face-to-face appointments, we can be available for those appointments that are needed.

To help us complete your tax return efficiently and accurately, and to maximise your claims, we ask that you take the time to review the following checklist/questionnaire – remember it is only once a year so you should take your time with it. Whilst not compulsory, we believe you will benefit from the exercise. Please note that the Tax Office will not accept answers like: The same as last year.

Beginning with the 2019 tax return, the Tax Office required us to provide them with more specific details for each and every claim/deduction made. This is now known as granular data: rather than summarised totals, the Tax Office gets very detailed line-item data from your tax return. This year, they are asking us to provide additional (granular) details for your income: including bank account numbers, the number of account holders of a bank or shareholding, and share reference numbers (HIN/SRN). In most instances these should come through automatically from the Tax Office, however often there are delays in institutions providing those details to the Tax Office, or the institution doesn’t have your TFN. If that is the case, we will need you to provide us with more details than previously and we may even need to see the actual documents. Failure to provide all of this extra information that we need this year will hold up the preparation of your tax return.

In relation to claiming deductions, now is probably a good opportunity to remind you that you are required to retain records for a period of 5 years from the date you lodge your tax return. Please remember that this is 5 years after you cease to claim an item: eg 5 years after you sell your rental property, 5 years after you sell something that is being depreciated like your car or laptop, or 5 years after you sell your shares.

We often get asked if there is a minimum you can claim without receipts. According to Tax Office, there are several factors that allow you to claim a deduction. These are:

1. You must have incurred the expense (and have not been reimbursed),
2. It must be directly related to earning your income (necessarily incurred),
3. You must have a record to prove it (the substantiation rules often require additional written evidence, such as log books and usage diaries), And
4. It must be reduced by any private, domestic, or capital portions.

Before starting your questionnaire, please request a copy of your Prefilling Report (PFR) from the office to see what information the Tax Office already has (this will save you some time not having to repeat known details). We can upload it to the client portal, mail it to you, or you can collect a printed copy from the office – for security reasons, we will not email it.

So, grab a cuppa and gather all of your tax paperwork. Write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails, or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don’t have enough room, feel free to make some extra notes on separate sheet(s) of paper. Have fun and we look forward to receiving your completed questionnaire.

Please note: Each taxpayer needs to complete their own questionnaire. Extra copies can be downloaded from our website, you can request us to email one to you, or we can mail one if that’s easier than printing at home.

**BEST WISHES FOR THE 2020 TAX SEASON FROM THE TEAM AT KDC ACCOUNTING**

|  |  |  |
| --- | --- | --- |
| Please complete these details even though we have them on file as it captures changes we may not have received / processed. | Your Details | |
| Full Name |  | |
| Main Occupation for the year |  | |
| Home Address |  | |
| Postal Address (if different to Home address) |  | |
| Email Address |  | |
| Home Phone Number |  | |
| Mobile Phone Number |  | |
| Preferred Contact Method | email / SMS / phone / other | |
| Preferred time to contact | business hours / after hours / anytime | |
| Partner’s Details  (complete if we are not preparing their return) | Name |  |
| DOB |  |
| 2020 Taxable Income |  |
| Dependants: for new clients please complete the following. For returning clients please advise of any changes to your dependants including any that ceased full time study during the year. | | |
| Do you have any dependant Children? Can you please supply names, DOB’s, & if they are studying full time? | Child #1 |  |
| Child #2 |  |
| Child #3 |  |
| If a refund is due, the ATO will directly deposit this into your nominated bank account.  As banking details can change from year to year, we request that you provide us with your bank details each year. | BSB |  |
| Account Number |  |
| Bank Name |  |
| Account Name |  |

|  |  |  |
| --- | --- | --- |
| A lot of your income information is now provided direct to us via the Tax Office Portal; this is known as the Pre-Filling Report (PFR). Please review your PFR as you complete our questionnaire. You only need to provide additional information not already covered by your PFR. If your PFR is not attached, please contact us.  This information will not be available until after 31st July. The Tax Office has asked us not to lodge prior to this date. | | Please circle  Yes/ No / NA  Enter expense amount  Provide receipts where requested |
| INCOME DETAILS | | |
| Salary & Wages  Superannuation Pensions  Eligible Termination Payments (ETP)  Note: Newstart/Austudy  Age Pension/Other Pension are all on your PFR. | Provide payment summary(s) – Income Statements (If received but most will be available only by the PFR) | Yes / No |
| Interest | Provide summary from each account or annual interest statement | Yes / No |
| Dividends | Provide summary from each share or dividend statements | Yes / No |
| Trust Distribution from Managed Fund/Private Trust | Provide annual taxation statement – available sometime from August until November. | Yes / No |
| Sale of Shares or Property | Provide purchase, sale, & DRP documents for shares  Provide purchase & sale settlement statements & any other purchase & sale costs for property sales | Yes / No |
| Did you sell your home? |  | Yes / No |
| If Yes: | Did you ever derive rental or business income from this property? | Yes / No |
| Employee Share Schemes | Provide copies of statement showing discount | Yes / No |
| Foreign Income | Provide details | Yes / No |
| Rental Income | Do you have a rental property?  If yes, please complete our rental property schedule following at the end of this document. | Yes / No |
| DEDUCTION DETAILS | | |
| Work Related Car Expenses  (up to 5,000kms per vehicle) | Number of kms travelled | kms |
| Do you have a logbook or diary to substantiate? | Yes / No |
|  | | |
| Work Related Car Expenses  (over 5,000kms) | Work use % | % |
| Do you have a logbook or diary to substantiate? | Yes / No |
| Is your logbook less than 5 years old, is the % is still relevant to keep claiming?  A new logbook is required every 5 years or if the work use % changes significantly. A new log book is needed if you buy a new vehicle. | Yes / No |
| Did you purchase a new car this year? If so, provide invoice for this new car, sale details of old car, and new finance documents | Yes / No |
| Fuel | $ |
| Registration (RTA & Greenslip) | $ |
| Insurance | $ |
| Repairs (services, tyres, batteries) | $ |
| Lease expenses | $ |
| Interest (provide loan statements) | $ |
| Car washing | $ |
|  | | |
| Work Related Travel Expenses  Please note: Trips away for 3 or more nights require a travel diary. | Flights | $ |
| Taxi fees / Uber fees | $ |
| Tolls | $ |
| Parking fees | $ |
| Car hire | $ |
| Meals - overnight | $ |
| Accommodation - overnight | $ |
|  | | |
| Work Related Uniforms | Non-compulsory uniforms that your employer has registered with AusIndustry | $ |
| Compulsory uniform strictly enforced by your employer | $ |
| Occupation specific clothing (e.g. Chef pants not used for everyday use) | $ |
| Protective clothing & footwear (eg fire resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons | $ |
| Work related Laundromat fees | $ |
| Work related Dry cleaning fees | $ |
| Work related washing at home? | Y / N |
|  | If Yes, how many loads per week? |  |
|  | Mixed or Separate loads | Mixed / Separate |

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|  | | | | |
| Self-Education Expenses  This is specifically for courses that will provide you with a formal qualification from a school, college, university of other place of education.  This does not include professional development such as short one-day courses.  You must have met one of the 3 conditions to the right.  You cannot claim a deduction for self-education for a course that relates only in a general way to your current employment or will enable you to get new employment. | Name of course:  Please provide your Commonwealth Assistance Notice (CAN). | | | |
| Select the letter that best describes your self-education at the time you incurred the expense. If unsure, please discuss with us. | | | K / I / O |
| K | the study maintained or improved your skill or specific knowledge required for your work activities | |
| I | You could show that the study was leading to, or was likely to lead to, increased income from your work activities | |
| O | You could show that other circumstances existed which established a direct connection between your self-education and your work activities | |
| Tuition/course fees | | | $ |
| How many weeks of the year did you do the course? | | | weeks |
| Textbooks | | | $ |
| Stationery | | | $ |
| Computer / printer etc. (if over $300 provide receipt) | | | $ |
| Office equipment (if over $300 provide receipt) eg, desks, filing cabinets | | | $ |
| Internet (provide monthly fee or total spent for the year and the approximate % used for study)  Or;  I accept the incidental amount of $50  **Note:** Without a 30-day usage diary including all members of your household, on all devices, you are limited to $50 pa per taxpayer against all sources of income. To claim anything more than $50, we do need to see your usage diary. | | | $ per month  $ per year  %  Y / N  (note: we made need to reduce if $50 already claimed elsewhere) |
| Home office expenses (provide number of hours per week that you studied at home) | | | hours |
| If you used your car to go to your place of education, provide number of kms | | | kms |
|  | | | | |
| Other Work-Related Expenses  Please note: Sample usage diaries can be downloaded from our website. | Union fees | | | $ |
| Tools (if any individual purchase is over $300 please provide receipt) | | |  |
| Overtime meals – did you receive an allowance? | | |  |
| Protective equipment (eg safety glasses, safety vests, hard hats, sunhats, sunscreen) | | |  |
| Professional courses, conferences, seminars & workshops | | |  |
| Office equipment e.g. desk, chair, printer, phones (if any one purchase is over $300 provide receipt) | | |  |
| Professional seminars, courses, conferences & workshops | | | $ |
| Professional subscriptions / memberships | | |  |
| Reference books, technical journals, trade magazines, newspapers | | | $ |
| Reference resources eg apps, | | | $ |
| Office equipment (if any one purchase is over $300 provide receipt) e.g. desks, filing cabinets, GPS | | | $ |
| Stationery eg printing, postage, diary, paper, pens, calculators, batteries for calculators | | | $ |
| Briefcases, luggage, suitcases, and % of work related use substantiated by a usage diary | | | $ |
| Computer expenses e.g. printer cartridges, USB’s, anti-virus software, other software, computer repairs | | | $ |
| Internet (provide monthly fee or total spent for the year and a usage log showing both and work-related usage)  Or;  I wish to claim the incidental amount of $50  **Note:** Without a 30-day usage diary including all members of your household, on all devices, you are limited to $50 pa per taxpayer against all sources of income. To claim anything more than $50, we do need to see your usage diary. | | | $ per month  $ per year  Y / N  (note: we made need to reduce if $50 already claimed elsewhere) |
| Mobile phone (provide monthly fee or total spent for the year and a usage log showing both private and work-related phone calls)  Or;  I wish to claim the incidental amount of $50 | | | $ per month  $ per year  Y / N  (note: we made need to reduce if $50 already claimed elsewhere) |
| Home office expenses (provide number of hours per week that you worked at home) | | | hours per week  number of weeks |
|  | | | | |
| COVID Work Related Expenses  (1 March to 30 June)  The ATO have a **“shortcut method”** of 80 cents/hour where you only need to provide us with the hours you worked from home. This is a very generous rate and will only need to be substantiated by timesheets, rosters, or your diary.  Alternatively, you can provide us with a list of expenses which will be subject to full substantiation by the ATO.  Against %, please advise the % of your home / floor space that is attributable to your dedicated work area. | Please provide period you worked from home | | | to |
| How many weeks was this? | | | weeks |
| Number of hours worked each week (as recorded on your work timesheets) | | | hours per week |
| **Optional to complete below if NOT wanting to claim the “shortcut method”** | | |  |
| In our experience, the substantiation requirements to claim anything but the shortcut method are incredibly demanding and very few clients are able to meet the requirements sufficiently to claim the deduction. Given the amounts often involved, we do not believe it is worth the effort to even try but include the following questions *just in case.* We strongly discourage against this method. | | | |
| Electricity for lighting, cooling or heating, and running electronic items used for work eg your computer (provide monthly fee and the approximate % used for work) | | | $ per month  % |
| Gas heating expenses used for work (provide monthly fee and the approximate % used for work) | | | $ per month  % |
| Cleaning costs if you had a dedicated work area | | | $ per month  % |
| Mobile phone (provide monthly fee and the approximate % used for work) | | | $ per month  % |
| Home phone (provide monthly fee and the approximate % used for work) | | | $ per month  % |
| Internet (provide monthly fee and the approximate % used for work) | | | $ per month  % |
| Stationery and computer consumables eg paper, pens, ink cartridges | | | $ |
| Office equipment e.g. desk, chair, printer, phones (if over $300 provide receipt) | | | $ |
|  | | | | |
| Interest & Dividend  Deductions | Bank charges | | |  |
| Management fees & fees for ongoing investment advice | | | $ |
| Interest charged on money borrowed to purchase investments | | | $ |
| Investment magazines subscriptions/journals | | | $ |
| Newspapers | | | $ |
| Internet (provide monthly fee or total spent for the year and the approximate % used for investment purposes)  Or;  I wish to claim the $50 incidental amount  Note: Without a 30-day usage diary including all members of your household, on all devices, you are limited to $50 pa per taxpayer against all sources of income. To claim anything more than $50, we do need to see your usage diary. | | | $ per month  $ per year  %  Y / N  (note: we made need to reduce if $50 already claimed elsewhere) |
| Computer / printer etc. (if any one purchase is over $300, provide receipt) | | | $ |
| If you used your car to go to your financial advisor, attend AGM’s or attend seminars, provide number of kms | | | kms |
| Donations | Provide list of charitable donations (you cannot claim a donation if you received something in return e.g. raffle ticket) | | | $ |
| Income Protection | Provide annual taxation statement from insurer (if you don’t have it, please request from your advisor) | | | $ |
| Tax Agent Fees | Provide details only of fees paid to a tax agent other than us | | | $ |
| Superannuation Contribution on Behalf of Spouse | Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < $40,000? | | | Yes / No / NA |
| Provide details of contribution paid | | | $ |
| Superannuation Contribution | Provide the Notice of Intent to claim (NOI) a super deduction and the acknowledgement from the superfund. Please ask if you need assistance in completing your NOI or how much to claim. | | | $ |
| Private Health Insurance | Please provide annual statement showing type of cover & days covered or complete below  (this statement is most often provided to you through the PFR these days and very few people need to complete the below details). | | | |
| Fund Name | |  | |
| Membership No | |  | |
| Type  (circle your cover) | | Ancillary / Hospital / Combined | |
| Number of Dependants | |  | |
| Days Covered | |  | |

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**2020 Rental Property**

**Checklist/Questionnaire**

So that we can complete your tax return efficiently and accurately and to maximise your claims, please take the time to review the following checklist/questionnaire. Provide documents as requested and consider if you have incurred expenses in each of the areas listed, providing details of those expenses in instances where applicable to yourself.

We and the Tax Office understand that many rental property owners have had their rental income affected by COVID-19 in recent months. In instances where your tenants have temporarily stopped paying their rent or where you may have reduced your tenants’ rent, you will still be able to claim rental property as normal.

Additionally, if your property was impacted by other 2020 disasters such as a cyclone, flood, bushfire, drought or storm, we ask that you jot these things down for us to consider as we prepare your 2020 income tax return.

Please complete one schedule for each property each year.

|  |  |  |  |
| --- | --- | --- | --- |
| Address of Rental Property |  |  | |
| Names of Property Owner(s) |  |  | |
| Ownership percentage |  |  | |
| Is this a residential or commercial property? |  | Residential / Commercial / Not Sure | |
| **If the property was purchased (contracts exchanged or purchase effected) during the year or this is the first year we have prepared your tax return, please provide the following documents** | | | |
| Purchase contract |  | Attached? Y / N / NA | |
| Purchase settlement statement |  | Attached? Y / N / NA | |
| Loan offer documents from financial institution |  | Attached? Y / N / NA | |
| Legal fees paid on purchase |  | Attached? Y / N / NA | |
| Stamp duty paid on purchase |  | Attached? Y / N / NA | |
| Quantity surveyors report (if you don’t have one of these please contact our office to see if it would beneficial) |  | Attached? Y / N / NA | |
| Initial repairs carried out (dates and amounts) |  | Attached? Y / N / NA | |
| Travel or other costs associated with inspecting and evaluating the property (these may form part of your property’s cost base but only if incurred before 1 July 2017 as it’s no longer allowed after this date) |  | Attached? Y / N / NA | |
| Date the property was first available for rent |  |  | |
| **If the property was sold (contracts exchanged, or sale effected) during the year please provide the following documents** | | | |
| Sale contract |  | Attached? Y / N / NA | |
| Sale exchange confirmation letter |  | Attached? Y / N / NA | |
| Sale settlement statement |  | Attached? Y / N / NA | |
| Advertising for sale costs |  | Attached? Y / N / NA | |
| Commission on sale paid to real estate agent |  | Attached? Y / N / NA | |
| Legal fees paid on sale |  | Attached? Y / N / NA | |
| Payout documents from finance institution and last loan statement |  | Attached? Y / N / NA | |
| **Provide the following details in relation to the current financial year** | | Please circle and attach  Yes / No / NA  Enter expense amount  Provide receipts where requested | |
| Agents statements | Provide monthly rental statements **OR** annual rental summary statement | | Attached? Y / N / NA |
| Loan statements or Mortgage Interest | Provide loan statements for the 12 months to 30 June 2020 or at the very least total interest for the year | | Attached? Y / N / NA |
| **Provide details of the following income items received personally i.e.. if rent received via your agent do not include details as these will appear on the agent statements** | | | |
| Number of Weeks Rented |  |  |  |
| Rental income (includes back pay rent) |  |  | $ |
| Insurance claims received and/or other recoveries such as water |  |  | $ |
| Was this property rented at market value? |  |  | Yes / No |
| **Provide details of the following expenses paid personally i.e.. if paid by the agent do not include details as these will appear on the agent statements** | | | |
| Advertising |  |  | $ |
| Asset replacements < $300 each e.g. blinds, kitchen crockery and cutlery |  |  | $ |
| Asset replacements > $300 each e.g. air conditioner, clothes dryer, dishwasher, fridge, hot water service, oven, TV, washing machine (please provide receipts) |  |  | $ |
| Bank charges / annual fee |  |  | $ |
| Body corporate / strata levies |  |  | $ |
| Capital improvements e.g. antenna, cupboards, fences, floor coverings, garage doors, insulation, landscaping, letterbox, new bathroom, new kitchen, security doors and locks, skylights, swimming pools and spas, wardrobes |  |  | $ |
| Cleaning |  |  | $ |
| Council rates |  | There are usually 4 per year | $ |
| Electricity / gas (eg for holiday rentals otherwise usually paid by the tenant) |  |  | $ |
| Gardening / lawn mowing / tip fees |  |  | $ |
| Insurance (building, contents, landlords,) |  |  | $ |
| Land tax |  | Provide copy of notice from the Office of State Revenue | $ |
| Lease fees |  |  | $ |
| Legal Fees (incurred in relation to recovering rent and/or damages) |  |  |  |
| Pest control |  |  | $ |
| Property Management Fees |  |  | $ |
| Repairs & maintenance eg maintaining plumbing, repairing electrical appliances, replacing broken windows (for items over $300 please provide receipts) |  |  | $ |
| Security monitoring |  |  | $ |
| Stationery / postage |  |  | $ |
| Telephone |  |  | $ |
| Quantity surveyor report expense (please provide a copy) |  |  | $ |
| Travel – accommodation / flights | n/a - as from 1 July 2017, these expenses are no longer tax deductible so only provide this detail if we are preparing an earlier (late) year for you. | | |
| Travel – motor vehicle expenses | n/a – even if you used your car to collect rent, inspect your property or carry out repairs to your property, as from 1 July 2017, these expenses are no longer tax deductible | | |
| Water rates |  | There are usually 4 per year | $ |
| Other expenses (please list and provide receipts) |  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Notes or extra details we should be aware of to assist with the preparation of your rental property return for example:   * no income received for 6 weeks during COVID-19 as tenant unable to pay or you reduced the rent as a goodwill gesture * the property was unavailable for rent for 4 weeks as we used it personally * not rented for 6 weeks to carry out repairs * not rented for 4 weeks while finding a new tenant * the property was rented to family or friends for an amount less than the current market rates |  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information you have supplied to us and by signing the electronic declaration for lodgement (including via our client portal) with the ATO, you are agreeing that the information is complete, accurate and free from any omissions.

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