

Following is a basic checklist, the intention being to provide a few “planning” suggestions; however, at the end-of-the-day you always need to:

- ❖ provide advice in relation to all income; and
- ❖ be capable of substantiating all deductions claimed, including being able to demonstrate a direct relationship with the generation of your income.

### **COVID-19 Stimulus**

<b>JobSeeker</b>	The ATO will provide details of income via its Online Services. Yes, it is Assessable Income
<b>JobKeeper Employee</b>	Your Employer will include your JobKeeper Payments as part of your Gross Payments, including Tax Withheld.
<b>JobKeeper Self-Employed</b>	The entity receiving the payment must include all JobKeeper Payments as Assessable Income.
<b>Early Release of Super</b>	You will not need to pay tax on amounts released under Covid-19 “early release”; however, amounts released under other compassionate grounds must be included.
<b>Cash Flow Boost:</b>	Not included as Assessable Income.

<b>✓ INCOME: The ATO is increasing the detail required which will enhance its data- matching capability.</b>	
<input type="checkbox"/>	<b>Salaries &amp; Wages:</b> List all of your employers, so we can ensure Gross Earnings and Tax Withheld are included. Provide PAYG Payment Summaries if you have them.
<input type="checkbox"/>	<b>Reportable Superannuation Contributions:</b> Did your employer make contributions greater than the 9.5% Superannuation Guarantee Levy; or did you contribute by salary-sacrifice to Super? If so, please provide details.
<input type="checkbox"/>	<b>Reportable Fringe Benefits:</b> Did you receive Reportable Fringe Benefits? If so, please provide details.
<input type="checkbox"/>	<b>Allowances:</b> If you received Allowances make sure you know what they were for so that we can claim a deduction in relation to the Allowances received.
<input type="checkbox"/>	<b>Employment Termination Payments:</b> If you received an ETP please provide details
<input type="checkbox"/>	<b>Employee Share Schemes:</b> If you participate in ESSs please provide details of discounts in a ‘taxed upfront scheme’ or discounts in a ‘tax deferred scheme’ and the deferred taxing point. Keep your employer’s paperwork!
<input type="checkbox"/>	<b>Income from Interest or Dividends or Trust Distributions:</b> Make sure you have the relevant paperwork to enable us to confirm the validity of any ATO records, so we can correctly report your income.
<input type="checkbox"/>	<b>Rental Properties:</b> Do you have your year-end statement from your managing R.E. Agent or, if self-managed, do you have all of the necessary documentary evidence of Income and Expenditure?  Don’t forget to bring details of expenditure you pay directly; also bring your Bank Statements evidencing any mortgage interest paid, plus your Depreciation Schedule if you have one.
<input type="checkbox"/>	<b>Other Income:</b> Did you receive income from: Sole Trader Business; or Partnership; or Personal Services Income; or Foreign sources? If so, you’ll need to assemble details of Income & Expenditure. Why not drop-in for an obligation-free and cost-free discussion.
<input type="checkbox"/>	<b>Capital Gains:</b> Did you experience a Capital Gains event e.g. sell some form of investment (property, shares etc.)? If so, please compile data to enable <i>Proceeds of Sale</i> and <i>Historical Cost Base</i> to be established. Remember, it’s Contract Date and not Settlement Date that determines the Tax Year of the Capital Gains Tax Event.
	<b><u>Deductions see overleaf... ↘...</u></b>

## ✓ DEDUCTIONS: ATO IS STRICTLY ENFORCING SUBSTANTIATION

**How valuable are your deductions? Medicare Levy stays at 2.0%. What is a deduction worth within tax brackets? \$18,201 - \$37,000 it's 21.0% ■ \$37,001 - \$90,000 it's 34.5%, plus an additional 9.0% up to \$48,000 ■ \$90,001 - \$180,000 it's 39.0%, plus an additional 3.0% up to \$126,000 ■ \$180,001 – and over it's 49.0%.**

<input type="checkbox"/>	<b>Motor Vehicle:</b> From 1 July 2018 the <u>cents per kilometers' rate</u> continues at 68 cents per kilometer. If you regularly use your own vehicle for work-related purpose maybe it's time for you to establish a <u>current Logbook</u> (call us to discuss); otherwise, you require diary records to substantiate your claim for non-reimbursed work-related kilometres
<input type="checkbox"/>	<b>Travel Expenses:</b> Did you incur non-reimbursed parking and/or toll expenditure in relation to earning your income? If so, please provide your diary records.
<input type="checkbox"/>	<b>Uniform Expenses:</b> Do you wear protective clothing and/or a uniform with logo? Receipts required for purchases.
<input type="checkbox"/>	<b>Self-Education Expenses:</b> Did you undertake study essential to your employment, or that would enable you to increase earnings from your current employment? If so, course details and details of expenditure are required.
<input type="checkbox"/>	<p><b>Other Work-Related Expenses: (Note: "I paid cash, but I lost the receipt!" MEANS NO CLAIM!!)</b></p> <p>These include various expenditure which must have a direct relationship with the generation of your income and must be capable of substantiation. Some examples are:</p> <ul style="list-style-type: none"> <li>- Conferences/seminars attendance (not reimbursed)</li> <li>- Depreciation (requires description of purchase, purchase date and price, plus basis for apportionment)</li> <li>- Home office use (number of hours you work at home) Refer: <b>ATO QC 31977</b> for various methods of claiming</li> <li>- Journal/subscriptions</li> <li>- Mobile; telephone; internet connections (requires a documented basis to establish work-related % claimed)</li> <li>- Tools or work equipment</li> <li>- Stationery, ink cartridges etc.</li> <li>- Sun protection</li> <li>- Union / professional membership fees</li> </ul> <p>NOTE: Apportioning between "private" and "work-related" use e.g. Phone; Internet; Home Office hours etc. requires you maintain a 4-week Log every year to establish a representative basis for claiming work-related % or Home Office hours</p>
<input type="checkbox"/>	<b>Donations:</b> Did you make any "tax deductible" donations? Receipts specifying "tax deductibility" required for donations
<input type="checkbox"/>	<b>Cost of Managing Tax Affairs:</b> Did you pay for "taxation advice" during the financial year? Details required.
<input type="checkbox"/>	<b>Superannuation:</b> To claim personal super contributions you must have a letter from your Super Fund acknowledging your "intention to claim".
<input type="checkbox"/>	<b>Income Protection Insurance:</b> Did you purchase Income Protection Insurance? Details required.
<b>✓ OTHER:</b>	
<input type="checkbox"/>	<b>Private Health Insurance:</b> Please, provide details. A Medicare Levy Surcharge applies at a rate of 1% or 1.25% or 1.5% of Adjusted Taxable Income if you exceed certain income thresholds and do not have Private Hospital cover. Also, eligibility to receive the government's Private Health Insurance rebate is "income tested"?
<input type="checkbox"/>	<b>Low Income Tax Offset (LITO):</b> \$445 at Taxable Income \$37,000 and below, reducing by 1.5 cents per dollar above \$37,000. LITO is a non-refundable tax offset.
<input type="checkbox"/>	<b>Low- and Middle-Income Tax Offset (LMITO):</b> The offset is \$1,080 within Taxable Incomes range of \$48,000 - \$90,000. Below \$48,000 it drops by 7.5 cents per dollar to minimum \$255.00 and above \$90,000 it drops by 3.0 cents per dollar until exhausted at \$126,000. LMITO is a non-refundable tax offset.
<input type="checkbox"/>	<b>Education Loan debts: HELP or TSL or SSL or SFSS:</b> Do you have an Education Loan debt? Please note, for 2019-20 repayments will start at \$45,881 at the rate of 1.0%.
<input type="checkbox"/>	<b>PAYG Instalments:</b> Did you pay PAYG instalments directly to the ATO?
<input type="checkbox"/>	<b>Senior Australian &amp; Pensioner Tax Offsets (SAPTO):</b> The maximum tax offset thresholds are \$32,279 (single) and \$57,948 (couple), with the "cut-out" threshold being \$50,119 (single) and \$83,580 (couple). If you are a couple separated by illness, other thresholds apply.

Drop-off service, or service by e-mail, is available on request.

**DO NOT PAY MORE TAX THAN YOU NEED TO!**

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