

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

JobKeeper Employee	Your Employer will include your JobKeeper Payments as part of your Gross Payments, including Tax Withheld.
JobKeeper Self-Employed	The entity receiving the payment must include all JobKeeper Payments as Assessable Income.
Cash Flow Boost:	Not included as Assessable Income.
State Govt Hardship Grant:	
✓ INCOME: The ATO is increasing the detail required which will enhance its data- matching capability.	
<input type="checkbox"/>	<u>Salaries & Wages:</u> List all of your employers, so we can ensure Gross Earnings and Tax Withheld are included. NOTE: wait until employer’s Single Touch Payroll details are “FINALISED” otherwise an ATO amendment will follow some months later and you may owe money to the ATO
<input type="checkbox"/>	<u>Reportable Superannuation Contributions:</u> 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"/>	<u>Reportable Fringe Benefits:</u> Did you receive Reportable Fringe Benefits? If so, please provide details.
<input type="checkbox"/>	<u>Allowances:</u> 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"/>	<u>Employment Termination Payments:</u> If you received an ETP please provide details
<input type="checkbox"/>	<u>Employee Share Schemes:</u> 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"/>	<u>Income from Interest or Dividends or Trust Distributions:</u> So we can correctly report your income, make sure you have the relevant paperwork to enable us to confirm the validity of any ATO records.
<input type="checkbox"/>	<u>Rental Properties:</u> Do you have your year-end statement from your managing R.E. Agent or, if self-managed, do you have all of the necessary documentation in relation to 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"/>	<u>Other Income:</u> 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"/>	<u>Capital Gains:</u> Did you experience a Capital Gains event e.g. sell some form of investment asset (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. NOTE 1: There are 5 Elements to the Cost Base of a Real Estate asset, so ask us and we’ll make sure you’re not disadvantaged. NOTE 2: If ownership of your Real Estate asset included non-income producing periods (i.e non-deductible periods) be sure to retain records of every expenditure dollar not claimed as a deduction, so it can be added to the Cost Base NOTE 3: If you inherit a Real Estate asset you need to be prepared for CGT, so talk to us.
	<u>P.T.O. Deductions see overleaf... ↘...</u>

✓ DEDUCTIONS: ATO IS STRICTLY ENFORCING SUBSTANTIATION

Q. How valuable are your deductions? A. Too valuable to miss out on, so engage our services!

There are a multitude of combinations depending on your Income, your entitlement to **LITO** and/or **LMITO**, (see below), your exposure to **MLS** (see below) and whether or not you have a Higher Education Loan debt. The lowest combination has a worth of **13.5%** and the highest combination a potential worth of **58.5%** for each dollar of deduction

<input type="checkbox"/>	Motor Vehicle: From 1 July 2021 the <u>cents per kilometre rate</u> increased to 72 cents per kilometre ; this method applies for cars only . If you regularly use your own vehicle for work-related purpose maybe it's time for you to establish a current Logbook (call us to discuss); otherwise, you require diary records to substantiate your claim for non-reimbursed work-related kilometres
<input type="checkbox"/>	Travel Expenses: Did you incur non-reimbursed parking and/or toll expenditure in relation to earning your income? If so, please provide your diary records. UTES (other than a Car): you cannot claim your expenses using cents per kilometre or logbook; you must keep all your receipts (fuel; repairs etc.) and be able to substantiate the claimed % of work or business use.
<input type="checkbox"/>	Uniform Expenses: Do you wear protective clothing and/or a uniform with logo? Receipts required for purchases.
<input type="checkbox"/>	Self-Education Expenses: Did you undertake study essential to <u>your current employment</u> , or that would enable you to increase earnings from <u>your current employment</u> ? If so, course details and details of expenditure are required.
<input type="checkbox"/>	Other Work-Related Expenses: (Note: "I paid cash, but I lost the receipt!" MEANS NO CLAIM!!) 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: <ul style="list-style-type: none"> - Conferences/seminars attendance (not reimbursed) - Depreciation (requires description of purchase, purchase date and price, plus basis for apportionment) - Home office use (number of hours you work at home) Refer: ATO QC 31977 for various methods of claiming - Journal/subscriptions - Mobile; telephone; internet connections (requires a documented basis to establish work-related % claimed) - Tools or work equipment - Stationery, ink cartridges etc. - Sun protection - Union / professional membership fees 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
<input type="checkbox"/>	Donations: Did you make any "tax deductible" donations? Receipts specifying "tax deductibility" required for donations
<input type="checkbox"/>	Cost of Managing Tax Affairs: Did you pay for "taxation advice" during the financial year? Details required.
<input type="checkbox"/>	Superannuation: To claim personal super contributions you must have a letter from your Super Fund acknowledging your "intention to claim".
<input type="checkbox"/>	Income Protection Insurance: Did you purchase Income Protection Insurance? Details required.
<input checked="" type="checkbox"/>	OTHER:
<input type="checkbox"/>	Private Health Insurance: 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"/>	Low Income Tax Offset (LITO): \$700 at Taxable Income \$37,500 and below, reducing by 5 cents per dollar from \$37,501 to \$45,000 and by 1.5 cent per \$ from \$45,001 to \$66,666. LITO is a non-refundable tax offset.
<input type="checkbox"/>	Low- and Middle-Income Tax Offset (LMITO): The offset is \$1,080 within Taxable Income range of \$48,000 - \$90,000. Below \$48,000 it drops by 7.5 cents per dollar to minimum \$255.00 at Taxable Income of \$37,000; 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"/>	Education Loan debts: HELP or TSL or SSL or SFSS: Do you have an Education Loan debt? Please note, for 2020-21 repayments will start at \$46,620 at the rate of 1.0%, increasing to 10.0% at \$136,740 and above
<input type="checkbox"/>	PAYG Instalments: Did you pay PAYG instalments directly to the ATO? Please let us know
<input type="checkbox"/>	Senior Australian & Pensioner Tax Offsets (SAPTO): 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.

Liability Limited by a Scheme approved under Professional Standards Legislation

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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