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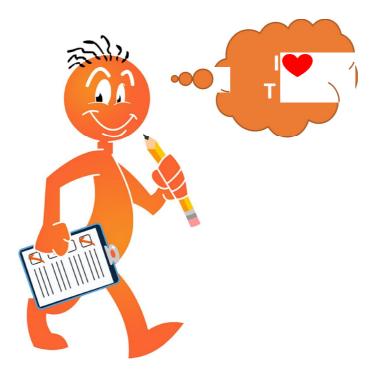
Needhams Business and Financial Strategies

2020 Checklist

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CHECKLIST FOR INDIVIDUAL TAX PREPERATION

- PAYG Summaries (Group Certificate)
- Eligible termination payments
- Centrelink PAYG summary (E.g. Pension, sole parent, new start)
- Superannuation, income stream including CSS & PSS Statements
- Cash Management & Bank Interest received
- Dividends received (E.g. Telstra, IAG) including dividend reinvestments
- Partnership Distributions
- Trust Distribution (provide end of year Tax summary)
- Sale of shares
- Eligible Deductions i.e tools purchased, stationary etc
- Donations
- Private Health Insurance
- Purchase information for Capital Gains Tax





DEDUCTIONS THAT MAY BE CLAIMED

- o Business Kilometres Travelled, log book, motor vehicle
- o Airfares, parking, tolls (work related)
- o Uniform Purchases (with Logo) protective clothing & dry cleaning
- o Self-education costs (Fees, expenses, travel)
- o Union/membership fees/professional subscriptions
- o Home office (hours worked at home per week)
- o Telephone or Mobile (work related)
- o Work related computer or internet usage
- o Donations/school building fund contributions
- o Financial advice/consultation fees
- o Tax agent fees





CHECKLIST FOR BUSINESS TAX PREPERATION

If you are providing business data files, for example, MYOB, Quicken, Excel & cashbook, please provide details of the version being used and password. If you are providing reports, please also supply a soft copy, if available.

Files for work can either be emailed or a disk/pen drive can be mailed or dropped off to the office.

If you are new to us, please provide a copy of your last tax return, financial reports, Tax File Number & ABN - if applicable. Also provide details of related companies, superannuation funds, partnership, trusts, etc.



EXPENSE CHECKLIST FOR YOUR BUSINESS TAX RETURN

- □ Advertising
- □ Accounting
- □ Bank Charges
- □ Business Loans
- □ Cleaning
- □ Compute
- Donations & Internet

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- ☐ Hire Purchases (Please provide contact)
- \Box Home office expenses
- □ Insurance E.g. Workers Comp, Inc. Protection
- □ Interest
- □ Lease
- □ Materials & supplies
- □ Motor Vehicle Expenses
- □ Postage
- □ Details of Interstate or overseas travelled
- □ Purchase of all new plant & equipment
- □ Rent
- □ Repairs & Maintenance
- □ Security
- □ Stationery & printing
- □ Subcontract payments
- □ Subscription i.e. professional associations
- □ Superannuation Employee & Employer
- □ Telephone Mobile and business lines
- □ Training Education expenses
- □ Tools
- □ Travel Receipts
- □ Uniform
- □ Wages
- □ Copies of BAS & IAS Forms
- □ Log Book

