

# INCOME TAX DETAILS

Year Ended 30 June 2020



This document has been designed to assist you with your annual Income Tax Return preparation.

- Please complete the attached pages.

Full Name \_\_\_\_\_

Addresses \_\_\_\_\_

Postal \_\_\_\_\_

Residential \_\_\_\_\_

Telephone \_\_\_\_\_

(main)

(mobile)

Email \_\_\_\_\_

Occupation \_\_\_\_\_

## ➤ Tax Refund

Please check the bank account details we have on record below and advise us of any changes, or provide your bank details if none are listed.

Account Name \_\_\_\_\_

BSB \_\_\_\_\_

Account Number \_\_\_\_\_

## ➤ Spouse

Spouse Name \_\_\_\_\_

Taxable Income \$ \_\_\_\_\_

Occupation \_\_\_\_\_

Please provide this information if we *do not* prepare his/her tax return.

## ➤ Children

Number of Dependent Children \_\_\_\_\_

# Year End Checklist

Tel: 07 4924 9100  
 Fax: 07 4922 2374  
 Email: kennas@kennas.com

<b>INDIVIDUALS</b> <b>Income</b>	<b>Yes/ No</b>	<b>Comments</b>
<b>Salary and Wages</b> Did you receive any salaries or wages from an employer? <i>Attach copies of PAYG Payment Summaries</i>		
<b>Income from Other Sources</b> (for business income, please refer to Business Schedule) Including Government Pensions, Government Assistance, Superannuation Pensions etc. <i>Provide details and amounts</i>		
<b>Bank Interest</b> (for business accounts, please refer to Business Schedule) Did you earn interest on any personal bank accounts during the year? <i>Provide a summary of interest received, indicating if accounts are jointly owned</i>		
<b>Bank Loans</b> Did you have any bank loans in existence during the year which were for investment purposes? <i>Attach copies of bank statements</i>		
<b>Distributions from Trusts/Partnerships/Managed Funds</b> Did you receive any income from trusts or partnerships or managed funds during the year? <i>Provide Annual Tax Statements or notifications of Trust/Partnership distributions</i>		
<b>Dividends Received</b> Did you receive any dividend income during the year? <i>Provide copies of any dividend advice slips</i>		
<b>Foreign Income</b> Did you receive any income from foreign sources during the year? <i>Attach full details</i>		
<b>Capital Gains</b> Have you sold/gifted/disposed of any property or other investments? <i>Attach full details</i>		
<b>Rental Properties</b> Did you receive any rental income from property during the year? <i>Complete the attached Rental Property Schedule, or request a schedule from your Kennas' accountant</i>		
<b>Property and Other Investment Acquisitions</b> Have you purchased or sold property or other investments during the year? <i>Attach copies of all documentation including contract, settlement letter, apportionment if any, and details of any borrowings</i>		

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<b>INDIVIDUALS (Continued)</b> <b>Deductions</b> (do not include expenses paid by salary sacrifice)	Yes/ No	Comments
<b>Accounting/Taxation Fees</b> Did you use another tax agent during the year? <i>Attach a copy of the invoice or a summary with the agent's name and amount paid</i>		
<b>Motor Vehicle Travel</b> Did you travel between places of employment? <i>Provide the following details:</i> <i>Kilometres travelled</i> <i>Vehicle details</i> <i>Engine capacity</i> <i>Registration Number</i> Based on: Log book <input type="checkbox"/> Diary <input type="checkbox"/> Other <input type="checkbox"/> (please supply relevant details)		
<b>Employment Related Expenses</b> e.g. tools, uniforms, protective clothing, sun protection, Union fees, home office costs, travel expenses, self-education, membership etc. <i>Provide receipts or a summary with descriptions of expenses and amounts</i>		
<b>Personal Sickness/Accident Insurance/Income Protection Insurance</b> Have you paid premiums for any of these insurances? <i>Provide the taxation record for each policy</i>		
<b>Personal Superannuation Contributions</b> Did you make a contribution to a superannuation fund for yourself? <i>Provide the acknowledgement letter from the super fund if you are claiming a tax deduction</i>		
<b>Investment Related Expenses</b> Including Margin Loan Interest, Financial Planning Advice etc. <i>Provide a summary with a description of the expenses and the amount or copies of statements/invoices</i>		
<b>Donations</b> Did you make a donation during the year? <i>Provide a copy of receipts or a summary with descriptions and amounts</i>		

<b>INDIVIDUALS</b> <b>Other</b>	Yes/ No	Comments
<b>Zone</b> Did you live/work in a remote or isolated area of Australia during the year? <i>Provide details of area and period of time</i>		
<b>Superannuation Contributions for Spouse</b> Did you make a superannuation contribution on behalf of your spouse? <i>If so, how much?</i>		
<b>Private Health Insurance</b> Do you have Private Health Insurance? <i>Provide health fund Annual Statement</i>		
<b>Medical Expenses</b> Do you have net medical expenses relating to disability aids, attendant care or aged care exceeding \$2,377? <i>Provide a summary of your gross medical expenses and Medicare/health fund reimbursements</i>		
<b>Do you have any Outstanding HELP/SFSS Debt?</b> <i>Provide your schedules from the Australian Taxation Office</i>		

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<b>BUSINESS</b> <b>Only complete if you are operating a business</b>	<b>Yes/ No</b>	<b>Comments</b>
<b>Cashbook</b> Have you recorded your business data using a cashbook? <i>Provide your reconciled manual cashbook, or a backup of your electronic accounting file</i>		
<b>Debtors</b> (Customers who owe you money) Did any of your customers owe you money at 30 June? <i>Provide details and amount</i>		
<b>Bankings</b> Did you have any takings on hand, but not banked at 30 June? <i>Provide details and amount</i>		
<b>Laybys</b> Have you received any cash takings on laybys existing at 30 June <i>Provide details and amount</i>		
<b>Creditors</b> Did you have suppliers you owed money at 30 June? <i>Provide details and amount</i>		
<b>Scrapped Assets</b> Did you scrap any depreciable items during the year? <i>Provide item details (including item asset number from depreciation schedule) and date scrapped</i>		
<b>Assets Purchased, Sold, or Traded In</b> Did you purchase, sell or trade in any depreciable items during the year? <i>Provide item details, date purchased, sold or traded in, and sales price</i>		
<b>Assets Ready for Use</b> Were all assets purchased, ready for use by 30 June? <i>Provide details and amount</i>		
<b>Stock on Hand</b> (Primary producers, refer next question below) Did you conduct a stocktake at 30 June? <i>Attach a list showing total stock on hand, excluding GST</i>		
<b>Primary Production Stock</b> Did you have primary production stock at 30 June? <i>Complete the attached trading stock schedule, or request a schedule from your Kennas' accountant</i>		
<b>Wages</b> Did you pay wages to employees during the year? <i>Provide a copy of the yearly wages reconciliation from your PAYG Payment Summaries</i>		
<b>Bank Interest</b> Did you pay or receive any interest on business bank accounts during the year? <i>Provide copies of bank statements</i>		
<b>Bank Loans</b> Did you have any business bank loans in existence during the year? <i>Provide copies of bank statements</i>		
<b>New Loans or Leases</b> Have you taken out any new loans or leases during the year? <i>Provide copies of loan documentation or lease agreements</i>		

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<b>BUSINESS</b> Only complete if you are operating a business	Yes/ No	Comments
<b>Motor Vehicle</b> Did you use a car in your business? <i>Provide the following details:</i> <i>Kilometres travelled</i> <i>Vehicle details</i> <i>Engine capacity</i> <i>Registration Number</i> <i>If you have kept a log book in the last year, please provide a copy</i> <i>Note: If using the log book method, log books must be maintained every 5 years</i>		
<b>Property/Business Acquisitions</b> Have you purchased or sold property or a business during the year? <i>Provide copies of all documentation including contract, settlement letter, apportionment if any, and details of any borrowings</i>		
<b>Disaster Relief Payment</b> Have you received a disaster relief payment during the year? <i>Provide details and amounts</i>		
<b>Farm Management Deposit</b> Have you deposited or withdrawn monies from a Farm Management Deposit during the year? <i>Provide copies of statements</i>		