

This is a checklist we've designed to enable us to complete your work as quickly and efficiently as we can, by ensuring we have all the information we need right in front of us. This also avoids delays with having to follow up on missing or incomplete information, as well as additional costs if we need to sift through receipts.

For this reason, we kindly ask that you gather **everything** together **before** you send or bring in your information to us (including ALL entities you may have, such as businesses, companies, trusts or superannuation funds). If we do not have everything we need, unfortunately we will be unable to start your work and you may incur additional fees.

We appreciate and thank you in advance for the valuable time taken to complete our checklist, in order for us to get you the best possible result for your tax return(s). We would also like to take this opportunity to thank you for choosing the team here at Paris Financial. We are certain you will find our staff very keen and helpful, and always willing to ensure your needs are looked after to the best of our abilities.

If this is your first time with Paris Financial we would like to thank you for choosing us we are sure you will not be disappointed! It would help us greatly to have a copy of your last lodged tax return to enable us to check for any items that should be carried forward.

Please remember that this checklist and its contents relate only to your **personal** tax and not that of your trust, company or SMSF. We have separate checklists describing the information required for any other entities you may have.

If you do have any questions, please feel free to contact our office, will be more than happy to assist you.

Kind regards

The Team at Paris Financial

Personal Information

NAME

Your Full Name: _____
 Your Partner's Full Name: _____
 If you've changed your name: _____

PERSONAL DETAILS

Your TFN: _____ DOB: ____ / ____ / ____
 Your ABN: (if applicable) _____
 Your Job Title: _____

CONTACT DETAILS

Home address: _____
 Postal Address: _____
 Email address: _____
 Mobile: _____
 Work ph: _____
 Home ph: _____

KIDS/DEPENDENTS (IF APPLICABLE)

Name: _____	DOB: ____ / ____ / ____
Name: _____	DOB: ____ / ____ / ____
Name: _____	DOB: ____ / ____ / ____
Name: _____	DOB: ____ / ____ / ____

BANK DETAILS

Bank Name: _____
 BSB: _____
 ACC no: _____

Are you an existing Paris Financial Client? Yes/No
 If yes, who did your last return?

Are you an Australian resident for tax purposes?	Yes/No
Did your residency change during 2019/2020?	Yes/No
Did you make a super contribution to a complying fund?	Yes/No
Do you have a HECS/HELP debt or SFSS loan?	Yes/No \$ -
Did you pay child support during the year?	Yes/No \$ -

Would you like your returns: Emailed
 Please note that our default will be emailed unless requested otherwise.

Income:

If you can complete this checklist in full, it will speed up the preparation of your returns
Click on the drop down box to answer Yes or No to each question.

- | | | | | | |
|-----|---|-------|--------------------------|-------|--------|
| 1. | Salary or Wages | | | | Yes/No |
| | Employer Name: | _____ | Gross Wage: | \$ - | |
| | ABN: | _____ | Tax withheld: | \$ - | |
| | Fringe Benefits: | \$ - | Salary Sacrifice (RESC): | \$ - | |
| 2. | Allowances, Earnings, Tips | | | \$ - | Yes/No |
| 3. | Employer Lump Sum Payments | | | | Yes/No |
| | Lump sum A: | \$ - | Lump sum B: | \$ - | |
| 4. | Employment Termination Payments | | | | Yes/No |
| | ABN: | _____ | Gross payment: | \$ - | |
| | Payment date: | _____ | Tax withheld: | \$ - | |
| 5. | Australian Government Allowances (Newsart/Youth allowance/Austudy) | | | | Yes/No |
| | Details: | _____ | Gross payment: | \$ - | |
| | | | Tax withheld: | \$ - | |
| 6. | Australian Government Pensions | | | | Yes/No |
| | Details: | _____ | Gross payment: | \$ - | |
| | | | Tax withheld: | \$ - | |
| 7. | Australian Annuities & Superannuation Income Streams | | | | Yes/No |
| | Details: | _____ | Taxed: | \$ - | |
| | Payment date: | _____ | Untaxed: | \$ - | |
| | | | Tax withheld: | \$ - | |
| | | | Offset: | \$ - | |
| | Assessable amount from capped defined benefit income stream: | | | \$ - | |
| | Lump Sum in arrears - Taxable component | | Taxed: | \$ - | |
| | | | Untaxed: | \$ - | |
| 8. | Australian Superannuation Lump Sum Payments | | | | Yes/No |
| | Details: | _____ | Taxed: | \$ - | |
| | Payment date: | _____ | Untaxed: | \$ - | |
| | | | Tax withheld: | \$ - | |
| 9. | Attributed Personal Services Income
(Please provide details in "Business" worksheet) | | | \$ - | Yes/No |
| 10. | Gross Interest | | | | Yes/No |
| | Bank: | _____ | Amount: | \$ - | |
| | Account No.: | _____ | No. of Account Holders: | _____ | |
| | Bank: | _____ | Amount: | \$ - | |
| | Account No.: | _____ | No. of Account Holders: | _____ | |
| 11. | Dividends | | | | Yes/No |
| | Company: | _____ | Franked amount: | \$ - | |
| | Unfranked: | \$ - | Franking credit: | \$ - | |
| | Company: | _____ | Franked amount: | \$ - | |
| | Unfranked: | \$ - | Franking credit: | \$ - | |
| | (you may need to attach a separate sheet) | | | | |
| 12. | Employee Share Schemes
(we will need a copy of the statement you receive) | | | | Yes/No |

Income Cont'd:

OTHER INCOME

- | | | | |
|-----|---|------|------------------|
| 13. | Partnerships/trusts/managed funds:
Please include a copy of the Tax Statement, unless we prepare the trust return.
Interest deductions against your Hybrid Trust rental income: | \$ - | Yes/No |
| 14. | Personal Services Income:
Please provide a summary of PSI income earned contracting to the one company | | Yes/No |
| 15. | Net income or loss from business:
Please complete the "Business" page of this worksheet | | Yes/No |
| 16. | Deferred non-commercial business losses from previous year: | | Yes/No |
| 17. | Net farm management deposits or repayments: | \$ - | Yes/No |
| 18. | Net capital gains:
Please complete the "Capital Gains" page of this worksheet | | Yes/No |
| 19. | Direct or indirect interests in controlled foreign entities:
Have you ever caused the transfer of property (including money or services) to a non-resident trust estate? | | Yes/No
Yes/No |
| 20. | Foreign source income: | | Yes/No |
| | Foreign employment income | \$ - | |
| | Net foreign rent | \$ - | |
| | Other net foreign income | \$ - | |
| | Foreign income tax offset | \$ - | |
| 21. | Rental income:
Please complete the "Rental Summary" page of this worksheet | | Yes/No |
| 22. | Bonuses from life insurance company or friendly society policy: | | Yes/No |
| 23. | Forestry managed investment scheme income: | | Yes/No |
| 24. | Other Income | | Yes/No |
| | Description: _____ | \$ - | |

Deductions:

Please note: This section is for expenses relating to your **employment** only. Expenses to do with your investments are shown later. If you run a business then your income and expenses should be recorded in the business tab.

Note: ATO target 100% business use. Please have a log book confirming business %

D1. Car Expenses:

Yes/No

There are two methods we can use to claim your work-related car expenses:

1. Cents per kilometre method (max 5,000 km's at 68 cents per kilometre)
2. Log book method

Work related car use may include:

- Visiting customers - existing & new
- Attending meetings & training seminars
- Running errands on behalf of your employer
- Travelling between worksites

What is the Make/model of your car? _____

Date of purchase:	_____	Purchase price:	_____
Size of the engine:	_____	Finance type:	_____
Odometer 1/7/2019:	_____	Odometer 30/6/2020:	_____
Km's travelled:	_____	Business km's:	_____
		Business use: %	_____ %

How much did you spend on:

Fuel/oil	\$ _____ -	Insurance	\$ _____ -
Services	\$ _____ -	Tyres/Batteries	\$ _____ -
Rego	\$ _____ -	Miscellaneous:	\$ _____ -
Lease/Interest	\$ _____ -	Other:	\$ _____ -

D2. Work related travel expenses:

Yes/No

Were you paid an allowance?	Yes/No	Do you have receipts?	Yes/No
Accommodation	\$ _____ -	Parking	\$ _____ -
Travel	\$ _____ -	Citylink/tolls	\$ _____ -
Other: please specify	_____		\$ _____ -

D3. Work related uniform & other clothing:

Yes/No

Occupation-specific clothing	\$ _____ -	Protective clothing	\$ _____ -
Compulsory uniform?	\$ _____ -	Non-compulsory uniform	\$ _____ -
Did your laundry change during 2019/2020?	\$ _____ -	Dry cleaning	\$ _____ -
Other: mending/repairs etc (please specify)	_____		\$ _____ -

D4. Work related self-education

Yes/No

Name of course:	_____		
Student union fees	\$ _____ -	Text books	\$ _____ -
Course fees	\$ _____ -	Stationery	\$ _____ -
Travel	\$ _____ -	Other	\$ _____ -
Does this course relate to your existing employment?			Yes/No
Does your employer encourage/support your study?			Yes/No
How many hours per week (on average) do you study?			_____

Deductions Con't:

D5.	Other work related expenses:	Yes/No
	Do not include any expenses reimbursed by your employer.	
	Home office expenses	%
	Computer & software	%
	Tools & equipment	%
	Subscriptions & union fees	%
	Journals/periodicals	%
	Briefcase/calculators etc	%
	Depreciation	%
	Sun protection	%
	Seminars or courses not at an educational institution (so not shown above)	
	Description	
	Course fees	\$ -
	Travel	\$ -
	Other	\$ -
	How many hours per week, did you spend working at home from 01/07/2019 to 29/02/2020? _____	
	01/07/2019-29/02/2020	Work % Full amount Work Amount
	Home Internet	% \$ - \$ -
	Mobile phone	% \$ - \$ -
	How many hours per week, did you spend working at home from 01/03/2020 to 30/06/2020? _____	
	01/03/2020 - 30/06/2020	Work % Full amount Work Amount
	Mobile Phone	% \$ - \$ -
	Home Internet	% \$ - \$ -
	Furniture/assets purchased	% \$ - \$ -
	Do you have a dedicated home office?	Yes/No
	*ATO requires a diary representative of four-week period to show patterns of work or record keeping of actual hours worked form home	
D6.	Low value pool deductions:	Yes/No
D7.	Interest deductions:	Yes/No
	Deductions relating to your interest income	\$ -
D8.	Dividend deductions:	Yes/No
	Deductions relating to dividend interest income	\$ -
D9.	Gifts or donations:	Yes/No
	Details:	
	\$ -	\$ -
	\$ -	\$ -
D10.	Cost of managing tax affairs:	\$ -
	Did you travel to meet with your tax agent last year?	kms
	Did you take out audit insurance?	\$ -
D11.	Deductible amount of UPP of foreign pension or annuity:	Yes/No

Deductions Con't:

- D12. Personal Superannuation Contributions: \$ - Yes/No
 Full name of Fund: _____
 Account Number: _____ Fund ABN: _____
 ** Have you completed a "Notice of Intent to Claim" and lodged it with your fund? Yes/No
- D13. Deduction for project pool: Yes/No
- D14. Forestry managed investment scheme deduction: Yes/No
 Code: _____ Year: _____
 Number: _____ Deduction: \$ -
- D15. Other deductions not included elsewhere: Yes/No
 Do you have income protection insurance? \$ - Yes/No
 (do not include insurance that is paid via your superannuation)
 Other \$ -

How many hours per week (on average) do you spend in your home office in relation to your investments?

Type of Expense:	Investment %	Description	Amount
Home office expenses	%		\$ -
Computer & software	%		\$ -
Internet	%		\$ -
Telephone	%		\$ -
Tools & equipment	%		\$ -
Journals/periodicals	%		\$ -
Briefcase/calulators etc.	%		\$ -
Depreciation	%		\$ -
Other	%		\$ -
Other	%		\$ -
Seminars or courses relating directly to your investment income			
Description			
Course fees	\$ -	Travel	\$ -
Other			\$ -

Losses:

If you are a current client we will have this on file.

- L1. Losses:
 Tax losses from earlier income years? \$ - Yes/No
 Capital losses from earlier income years? \$ - Yes/No

Tax Offsets & Rebates

- T1. Are you a senior Australian or Pensioner? Yes/No
- T2. Did you receive a superannuation income stream? Yes/No
- T3. Did you make a super contribution on behalf of your spouse? Yes/No
Fund: _____ Amount: \$ -
- T4. Did you live in a remote location, or serve overseas with ADF? Yes/No
Location: _____ Number of days: Days
- T5. Did you have an invalid dependent parent or relative? Yes/No
How are you related? _____ Their taxable income: \$ -
- T6. Landcare and water facility tax offset brought forward? \$ - Yes/No
- T7. Early stage venture capital limited partnership? \$ - Yes/No
- T8. Early stage investor? \$ - Yes/No
- T9. Any other non-refundable tax offsets? \$ - Yes/No
- T10. Other refundable tax offsets? \$ - Yes/No

Medicare Levy Related Items

- M1. Are you entitled to a Medicare levy reduction or exemption? (ie. Work for ADF)
You will have received notification from your employer if this applies Yes/No
- M2. Do you have Private Health Insurance? Yes/No
Code: _____ Code: _____
Membership Number: _____ Type: _____ Type: _____
Benefit Code: _____ No. of days fully covered: _____ Days: _____
Your share of Premiums: \$ - Your share of Rebate: \$ -
- Code: _____ Code: _____
Membership Number: _____ Type: _____ Type: _____
Benefit Code: _____ No. of days fully covered: _____ Days: _____
Your share of Premiums: \$ - Your share of Rebate: \$ -
- (this information is in the statement your insurer will send you)

Adjustments

- A1. Were you under 18 years old on 30 June 2020? Yes/No
- A2. In 2019/2020 did you:
- | | | |
|--|-------------|--------|
| Become an Australian resident for tax purposes? | Date: _____ | Yes/No |
| Stop being an Australian resident for tax purposes | Date: _____ | Yes/No |
- If you answered YES, did you receive any Australian Government pension or allowance?
- | | | |
|--|--|--------|
| Youth allowance: | | Yes/No |
| Newstart allowance: | | Yes/No |
| A sickness allowance: | | Yes/No |
| A special benefit: | | Yes/No |
| A payment under the Community Development Employment Projects (CDEP) Scheme: | | Yes/No |
- A3. Government Super Contributions
- Did all of the following apply to you?
- | | | |
|--|--|--------|
| You made an eligible personal super contribution (including amounts which you are claiming as a deduction) to a complying super fund or retirement savings account | | Yes/No |
| You did not exceed your non-concessional contributions cap | | Yes/No |
| Your total super balance was below \$1.6million | | Yes/No |
| You were under 71 years old on 30 June 2020 | | Yes/No |
| Your taxable income for 2019-20 was less than \$53,564 | | Yes/No |
| 10% or more of your income was from employment or business (incl partnerships) | | Yes/No |
| You did not hold a temporary visa at any time during 2019/2020 | | Yes/No |
- A4. Were you on a 417 or 462 working holiday visa at any time from 1 July 2019 to 30 June 2020? Yes/No
- ** If YES, please provide all payment summaries so we can calculate your working holiday maker net income.*

Spouse Details

- | | | |
|--|---------------------|-------------|
| Did you have a spouse during the 2019-2020 financial year ? | | Yes/No |
| Spouse Gender | | Male/Female |
| Your Spouse's Date of Birth | ____/____/____ | Yes/No |
| Did you have a spouse for the full year 1 July 2019 - 30 June 2020 | | Yes/No |
| If you did not have a spouse for the full year, please write the dates you had a spouse between 1 July 2019 and 30 June 2020 | | |
| | From ____/____/____ | |
| | To ____/____/____ | |
| Your Spouse's 2019-2020 taxable income | \$ _____ | - |

Business and Professional Items

PERSONAL SERVICES INCOME (PSI)

Did you receive PSI? Yes/No

Details:

Tax withheld: \$ - Gross payments: \$ -

Did you incur any expenses in relation to your PSI? Yes/No

BUSINESS DETAILS

You can either complete the summary below, or provide a copy of your electronic records, whichever suits you best.

Business name: _____

Business address: _____

Industry/business type: _____

ABN: _____ GST registered? Yes/No

	Gross	GST	Net	Description/information
Business Income	\$ -	\$ -	\$ -	
Other Income	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	
Accounting fees	\$ -	\$ -	\$ -	
Advertising	\$ -	\$ -	\$ -	
Bank fees	\$ -	\$ -	\$ -	
Mobile phone	\$ -	\$ -	\$ -	
Stationery	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Internet	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Training	\$ -	\$ -	\$ -	
Marketing	\$ -	\$ -	\$ -	
Computer supplies	\$ -	\$ -	\$ -	
Wages (gross)	\$ -	\$ -	\$ -	
Superannuation	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	
Interest	\$ -	\$ -	\$ -	
Motor vehicle:	\$ -	\$ -	\$ -	
- fuel	\$ -	\$ -	\$ -	
- insurance	\$ -	\$ -	\$ -	
- lease/interest	\$ -	\$ -	\$ -	
- registration	\$ -	\$ -	\$ -	
- services	\$ -	\$ -	\$ -	
- other	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	
PROFIT	\$ -	\$ -	\$ -	

Did you receive Jobkeeper? Yes/No

If yes, how much (if known)? \$ -

Capital Gains

PROPERTY

Did you sell a property during the year?

Yes/No

When answering this question keep in mind that CGT is calculated from contract date to contract date, **not** settlement date.

If you did not earn any income from this property there may be additional deductions you can claim.

Date the purchase contract was signed:

____ / ____ / ____

Date the sale contract was signed:

____ / ____ / ____

Did you live in this property at any time?

Yes/No

Date moved in:

____ / ____ / ____

Date moved out:

____ / ____ / ____

Other details:

Purchase price per contract

\$ _____ -

Costs of purchase:

Legal Fees/conveyancy

\$ _____ -

Stamp duty

\$ _____ -

Buyers Agent fees

\$ _____ -

Building & pest inspections

\$ _____ -

Renovations

\$ _____ -

Other:

\$ _____ -

Sale price per contract

\$ _____ -

Costs of sale:

Legal Fees

\$ _____ -

Real Estate Agent costs

\$ _____ -

Capital works add back

\$ _____ -

Other:

\$ _____ -

Gross Capital Gain \$ _____ -

SHARES/MANAGED FUNDS

Did you sell shares or units in a managed fund during the year?

Yes/No

Name of Shares sold:

HRN/SRN No:

Purchase date

Sale date

Total paid

\$ _____ -

Total received

\$ _____ -

(Inc brokerage)

(less brokerage)

Gross Capital Gain \$ _____ -

Name of Shares sold:

HRN/SRN No:

Purchase date

Sale date

Total paid

\$ _____ -

Total received

\$ _____ -

(Inc brokerage)

(less brokerage)

Gross Capital Gain \$ _____ -

Rental Property Worksheet

****only include property in your personal name(s)**

Address of property: _____

Taxpayers Name: _____ Ownership % _____

Taxpayers Name: _____ Ownership % _____

Date first available for rent: _____ No. of weeks rented: _____

Date purchased: _____ No. of weeks Available: _____

Was the property rented through AirBnB or similar? Yes/No

Was only part of the property rented at any time throughout the year? Yes/No

	Amount	Description & workings
Income:		
Rental Income	\$ -	_____
Other Income	\$ -	_____
Total	<u>\$ -</u>	
Expenses:		
Advertising	\$ -	_____
Body Corporate	\$ -	_____
Borrowing Costs	\$ -	_____
Cleaning	\$ -	_____
Council Rates	\$ -	_____
Depreciation	\$ -	_____
Gardening	\$ -	_____
Insurance	\$ -	_____
Interest	\$ -	_____
Land Tax	\$ -	_____
Legal Costs	\$ -	_____
Pest Control	\$ -	_____
Property Agent Fees (incl GST)	\$ -	_____
Letting Fees	\$ -	_____
Repairs & Maintenance	\$ -	_____
Special Building Write-off	\$ -	_____
Stationery, Telephone, Postage	\$ -	_____
Water Charges	\$ -	_____
Other:	\$ -	_____
Other:	\$ -	_____
Total	<u>\$ -</u>	
GAIN OR LOSS	<u>\$ -</u>	

Please include repairs & maintenance expense breakdown for all repairs claims over \$300.

\$	-	_____
\$	-	_____
\$	-	_____
\$	-	_____

Note that interest and repairs and maintenance are areas that are consistently under review by the ATO so ensure you have your documentation & receipts available should they be requested.

APPENDIX A

If there is an Investment Property involved...

It is all too common that investors spend money in their activity as an investor that is not claimed as a tax deduction simply because they are not aware of the possibilities.

Therefore, to help us get you the best possible tax result, please provide us with the following information:

Property Details

Full Address of the property

Details of the legal ownership as per the title records

Date of settlement

Purchase price

Please provide a Quantity Surveyors report for each property if you have not done so previously

Loan Details

Date loan taken out

Amount of loan

Over how many years is the loan contract?

Can we please have copies of any paperwork regarding the loan and the costs that the bank charged to create the loan? That is, we need to know about things like:

- Establishment fees
- Application Fees
- Mortgage Stamp Duty
- Lenders Mortgage Insurance
- Lenders Legal Costs
- Other costs and charges paid to the bank

Income

We will need to know the gross rental income for the year (before the agent deducts their fees & charges), plus

Any other income paid to you in relation to the property by the agent, the tenant, the insurance company...etc.

Costs

This is where things get really interesting and we have separated this section into obvious tax deductions and less obvious tax deductions...

APPENDIX B

Additional Information for you...

1. Obvious Tax Deductions

- > Advertising for a tenant
- > Agent's fees in relation to managing the property
- > Bank Fees on loan accounts
- > Body Corporate Fees
- > Cleaning of the investment property and its chattels
- > Council Rates
- > Gardening & Mowing Costs
- > Insurance
- > Interest Paid on the loans taken out to buy the investment property
- > Land Tax
- > Legal Fees re ongoing income matters
- > Pest Control
- > Quantity Surveyors Report for the depreciation available
- > Repairs to the investment property and its chattels
- > Telephone, Postage & stationery costs regarding your investment
- > Water Rates

2. Less Obvious Costs regarding your investment

- > Bank Fees on non-investment loans where the account was used to receive rent or pay the bills relating to the investment property.
- > Do you use the internet to keep in touch with your accountant, insurance broker and property manager? Do you use it to monitor the investment related bank and loan accounts? Or for other investment related activities? If so, we may be able to claim part of the costs. How much did you spend and what proportion of the time do you think that the internet was used in relation to your investments?
- > Did you buy gifts for anyone in relation to your investment properties? As an example, these could be bottles of alcohol, chocolates, flowers, a hamper or movie tickets. These gifts could be for the tenants, the property manager or the professionals you use such as accountants, brokers and solicitors. If so, how much did you spend?