

CLIENT CHECKLIST 2020

Ringrose Button Chartered Accountants

Attached is a list of all the documents and information required for the preparation of your Financial Statements and Income Tax Returns for the year ended 30 June 2020. Please attach this checklist to the package of information forward or delivered to us. Please mark the information included box where items have been included.

Business Information Required (Non-Primary Producer)

Accounting Package

- Copy of your backup file for your accounting software
- Accountant/Advisor access to your live Accounting Software (Xero, MYOB, AccountRight)

Bank Statements & Finance Agreements

- Statements as at 30 June 2020 only for all bank accounts, loan accounts and credit cards included in your accounting software
- Statements for 1 July 2019 to 30 June 2020 for all bank accounts, loan accounts and credit cards not included in your software
- A copy of all new Lease/Hire Purchase/Chattel Mortgage agreements for assets purchased (if not already provided to us)

Income & Expenses

- List of Debtors outstanding as at 30 June 2020 (If not on Live software)
- List of Creditors outstanding as at 30 June 2020 (If not on Live software)
- Details of Government Payments from QRIDA (QRAA), Centrelink, Federal and State Governments
- Copy of the 2020 PAYG Payment Summary Statement showing details of Gross Wages and Tax Withheld for all employees (If not lodged via Single Touch Payroll)

Purchase or Sale of Land or Business

- Include a copy of the purchase or sale contract and settlement statement for the purchase or sale of land or businesses during the 2020 year

Individual Tax Checklist

Income

Please provide a copy of:

- All 2020 PAYG Payment Summaries (Group Certificates) from employment (If hard copy received)
- All 2020 Centrelink Payment Summaries
- Details of all interest earned on personal bank accounts, not provided by the business
- All Dividend Statements for dividends paid in the 2020 year
- All Trust Distribution statements for the 2020 year
- For share sales, provide the details of:
 - Share purchase details including amounts and dates
 - Share sale details including amounts and dates

Income

Please provide details of any deductions you have for:

- Work related car expenses
- Work related travel expenses
- Work related uniforms or protective clothing expenses
- Work related self-education expenses
- Other Work related expenses (e.g Union Fees, Tools of Trade, Registration)
- Copy of Sickness and Accident Insurance policy showing the premium paid for the year
- Gifts or Donations to charities

Rental Property

Income

- Gross Rent received between 1 July 2019 and 30 June 2020
If rented through an Agent, provide a copy of the Annual Rental Summary from the Real Estate Agent.
If privately rented, provide details of how many weeks the property was rented, and the rent that was charged each week
- Details of any Insurance proceeds received for the rental property

Expenses

- Council Rates, Body Corporate fees
- Insurance
- Pest Control
- Repairs and Maintenance, Gardening, Cleaning
- New assets purchased or installed
- Copy of all rental loan statements from 1 July 2019 to 30 June 2020

Purchased/Sold Rental Property

- Copy of Contract and Settlement statement for purchase or sale of rental property
- Details of expenses associated with purchase or sale (including commission, legal fees, stamp duty)

Superannuation Contribution

- Provide a copy of the letter received from your Superannuation Fund that confirms they have been notified of your superannuation contribution

Child Support

- Provide details of all amounts of Child Support that you have paid or the benefits provided for the maintenance of your child/children.

Family Details

Please provide the name and date of birth of any children born during the year, or not included in prior years:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Bank Details

Please provide the bank details of where you would like any tax refund to be deposited by the ATO.

Name: _____ BSB: _____ Account Number: _____