



## 2020 Tax Return Preparation Checklist/Questionnaire

Name \_\_\_\_\_

Thank you for using **Nationwide Bookkeeping & Accountants Services** as your trusted tax advisor.

So that we can complete your tax return efficiently and accurately and to maximise your claims, we ask that you take the time to review the following checklist/questionnaire – remember it's only once a year!

From last year, the ATO required us to provide them with specific details for each and every claim made. This year, they are asking us to provide additional details for your income including bank account numbers and share reference numbers. In most instances these should come through automatically from the ATO, however, often there are delays in institutions providing those details to the ATO. If that is the case, we will need to ask you to provide us with more details than previously, and we may even need to cite the actual documents. Alternatively, you may choose to wait a few extra weeks to have your return prepared this year and let the ATO save you time. Failure to provide all of this extra information that we need this year will hold up the preparation of your return.

In relation to substantiation, you are required to retain records for 5 years from the date you lodge your return depending on the complexity of your return. We often get asked if there is a minimum you can claim without receipts. Unfortunately, there are no automatic deductions and a receipt or written evidence is required for all claims made.

So, grab a cuppa and gather all of your tax paperwork. Write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don't have enough room, feel free to make some extra notes on a separate piece of paper. Have fun and we look forward to receiving your completed questionnaire.

Client Details	
Full Name	
Main Occupation for the year	
Home Address	
Postal Address (if different to Home address)	
Email Address	
Home Phone Number	
Mobile Phone Number	
Preferred Contact Method	email / SMS / phone / other
Preferred time to contact	business hours / after hours / anytime
Partner's Details (complete if we are not preparing their return)	Name
	DOB
	2020 Taxable Income
Dependant children's names & DOB's	
If a refund is due, the ATO will directly deposit this into your nominated bank account.  As banking details can change from year to year, we request that you provide us with your bank details each year.	BSB
	Account Number
	Bank Name
	Account Name

## Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at **Nationwide Bookkeeping & Accountants Services**, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

**Purpose, Scope and Output of the Engagement** This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

Our professional services are conducted, and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

**Responsibilities** In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of Institute of Public Accountants (IPA) who monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change your home, postal or email address or telephone number.

**Limitation of Liability** Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' [website](#).

**Fees** Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by us. The fee for the preparation of a standard salary/wage earner taxation returns for the 2020 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$242	Rental Properties (new or first year we have prepared) – \$220 per property
Salary/Wage Earner Tax Return – Couple - \$484	Rental Properties (existing) – \$110 per property

Additional fees will apply to prepare Business Profit & Loss Statement, share or dividend trades, rental property schedules, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Additional fees will also apply if you engage our firm during the year to attend to other matters e.g. evaluation of a rental property purchase, evaluation of salary sacrifice arrangement, provision of documents and declarations to third parties.

**Billing Arrangements** We require full payment on the day of your appointment or prior to lodgement of the Tax Return. You may pay your account by credit/debit card or in advance by direct credit into our bank account, details of which are printed on our invoices.

**Audit Protection** Please note that additional fees will apply if we are engaged by you to assist in an audit, review or investigation by the ATO or other government agency. We offer Audit Protection insurance (information sent separately) which will cover our fees for such an audit if you elect to pay the premium. If you have not received information about Audit Insurance, please get in touch with us to send some information.

**Ownership of documents** All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of income tax return(s). Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm. The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

**Confirmation of Terms** Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage **Nationwide Bookkeeping & Accountants Services** as my/our Tax Agent and Accountant.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

		Please circle Yes/ No / na
		Enter expense amount
		Provide receipts where requested
Salary & Wages Newstart/Austudy Age Pension/Other Pension Superannuation Pension Eligible Termination Payment	Provide payment summary(s)	Yes/ No / na
Interest	Provide summary from each account or annual interest statement	Yes/ No / na
Dividends	Provide summary from each share or dividend statements	Yes/ No / na
Trust Distribution from Managed Fund/Private Trust	Provide annual taxation statement	Yes/ No / na
Sale of Shares or Property	Provide purchase, sale & DRP documents for shares Provide purchase & sale settlement statements & any other purchase & sale costs for property	Yes/ No / na
Employee Share Shares	Provide copies of statement showing discount	Yes/ No / na
Foreign Income	Provide details	Yes/ No / na
Work Related Car Expenses (up to 5,000kms)	Number of kms travelled	kms
	Do you have a logbook or diary to substantiate?	Yes/ No
Work Related Car Expenses (over 5,000kms)	Work use %	%
	Do you have a logbook or diary to substantiate?	Yes/ No
	Is your logbook less than 5 years old and the % is still relevant? A new logbook is required every 5 years or if the work use % changes significantly.	Yes/ No
	Did you purchase a new car this year? If so, provide invoice for new car, sale details of old car and new finance documents	Yes/ No
	Fuel	\$
	Registration (RTA & Greenslip)	\$
Insurance	\$	
Repairs (services, tyres, batteries)	\$	
Lease expenses	\$	
Interest (provide loan statements)	\$	
Car washing	\$	
Work Related Travel Expenses	Flights	\$
	Taxi fees / Uber fees	\$
	Tolls	\$
	Parking fees	\$
	Car hire	\$

	Meals - overnight	\$
	Accommodation - overnight	\$
Work Related Uniforms	Non-compulsory uniforms that your employer has registered with AusIndustry	\$
	Compulsory uniform strictly enforced by your employer	\$
	Occupation specific clothing (e.g. Chef pants not used for everyday use)	\$
	Protective clothing & footwear (e.g. fire-resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons)	\$
	Laundromat fees	\$
	Dry cleaning fees	\$
	Laundering at home?	Yes /No
<p>Self-Education Expenses</p> <p>For courses that will provide you with a formal qualification from a school, college, university of other place of education.</p> <p>You must have met one of the 3 conditions to the right.</p> <p>You cannot claim a deduction for self-education for a course that relate only in a general way to your current employment or will enable you to get new employment.</p>	Name of course	
	Select the letter that best describes your self-education at the time you incurred the expense	K / I / O
	K the study maintained or improved your skill or specific knowledge required for your work activities	
	I You could show that the study was leading to, or was likely to lead to, increased income from your work activities	
	O You could show that other circumstances existed which established a direct connection between your self-education and your work activities	
	Tuition/course fees	\$
	How many weeks of the year did you do the course?	weeks
	Textbooks	\$
	Stationery	\$
	Computer / printer etc. (if over \$300 provide receipt)	\$
	Office equipment (if over \$300 provide receipt) e.g., desks, filing cabinets	\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for study)	\$ per month \$ per year %
	Home office expenses (provide number of hours per week that you studied at home)	hours
If you used your car to go to your place of education, provide number of kms	kms	
Other Work Related Expenses	Union fees	\$
	Tools (if over \$300 please provide receipt)	
	Overtime meals	
	Protective equipment (e.g. safety glasses, safety vests, hard hats, sunhats, sunscreen)	

	Professional courses, conferences, seminars & workshops		
	Office equipment e.g. desk, chair, printer, phones (if over \$300 provide receipt)		
	Professional seminars, courses, conferences & workshops	\$	
	Professional subscriptions / memberships		
	Reference books, technical journals, trade magazines, newspapers	\$	
	Reference resources e.g. apps,	\$	
	Office equipment (if over \$300 provide receipt) e.g. desks, filing cabinets, GPS	\$	
	Stationery e.g. printing, postage, diary, paper, pens, calculators, batteries for calculators	\$	
	Stationery e.g. diary, paper, pens, calculators, batteries for calculators	\$	
	Briefcases, luggage, suitcases	\$	
	Computer expenses e.g. printer cartridges, USB's, anti-virus software, other software, computer repairs	\$	
	Internet (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Mobile phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Home phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$ \$	per month per year %
	Home office expenses (provide number of hours per week that you worked at home)		hours per week number of weeks
<p>COVID Work Related Expenses (1 March to 30 June)</p> <p>The ATO have a <b>"shortcut method"</b> of 80 cents/hour where you only need to provide us with the hours you worked from home. This is a very generous rate and will only need to be substantiated by timesheets, rosters or your diary.</p> <p>Alternatively, you can provide us with a list of expenses which will be subject to full substantiation by the ATO.</p>	Please provide period you worked from home	to	
	How many weeks was this?		weeks
	Approximate number of hours worked each week		hours per week
	<b>Optional to complete below if not wanting to claim the "shortcut method"</b>		
	Electricity for lighting, cooling or heating, and running electronic items used for work e.g. your computer (provide monthly fee and the approximate % used for work)	\$	per month %
	Gas heating expenses used for work (provide monthly fee and the approximate % used for work)	\$	per month %
	Cleaning costs if you had a dedicated work area	\$	per month % of home area
	Mobile phone (provide monthly fee and the approximate % used for work)	\$	per month %
	Home phone (provide monthly fee and the approximate % used for work)	\$	per month %
	Internet (provide monthly fee and the approximate % used for work)	\$	per month %
	Stationery and computer consumables e.g. paper, pens, ink cartridges	\$	
	Office equipment e.g. desk, chair, printer, phones (if over \$300 provide receipt)	\$	

Interest & Dividend Deductions	Bank charges	
	Management fees & fees for investment advice	\$
	Interest charged on money borrowed to purchase investments	\$
	Investment magazines subscriptions/journals	\$
	Newspapers	\$
	Internet (provide monthly fee or total spent for the year and the approximate % used for investment purposes)	\$ per month \$ per year %
	Computer / printer etc. (if over \$300 provide receipt)	\$
	If you used your car to go to your financial advisor, attend AGM's or attend seminars, provide number of kms	kms
Donations	Provide list of donations (you cannot claim a donation if you received something in return e.g. raffle ticket)	\$
Income Protection	Provide annual taxation statement from insurer (if you don't have request from your advisor)	\$
Tax Agent Fees	Provide details only of fees paid to a tax agent other than us	\$
Superannuation Contribution on Behalf of Spouse	Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$40,000?	Yes/ No / na
	Provide details of contribution paid	\$
Superannuation Contribution	Provide annual contribution statement from superannuation fund	\$
Private Health Insurance	Please provide annual statement showing type of cover & days covered	
	Fund Name	
	Membership No	
	Type (circle your cover)	Ancillary/ Hospital /Combined
	No Dependants	
	Days Covered	

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information supplied you have supplied to us and by signing the ELS declaration for lodgement with the ATO you are agreeing that the information is complete, accurate and free from any omissions.



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