

Crawford Accountants +



2020 Tax Questionnaire

Make your 2020 Tax Return easy For just \$260*

Completing Crawford Accountants "2020 Tax Questionnaire" can save you time and money in preparing this year's tax return. It might even make it possible to complete this year's return without the expense of a long tax consultation.

Once we have reviewed your questionnaire response, we will contact you to clarify any issues it raises.

Alternatively, if you want to discuss any issues on taxation, please make an appointment with one of our tax experts by phoning or emailing us.

When you have completed the "2020 Tax Questionnaire" please email it to admin@crawfordaccountants.com.au
Or post to:

PO Box 345
Kew Victoria. 3101

Alternatively you can contact us at:

Phone: 03 9853 1000
Fax: 03 9853 8298
Email: admin@crawfordaccountants.com.au
Website: www.crawfordaccountants.com.au

About this questionnaire

The Australian Tax Office (ATO) allows different claims for various professions and jobs. We have designed this questionnaire to suit the majority of our clients**, so we can identify the maximum amount of tax deductions you can claim according to how you earn your income.

When we complete your return, we will send it to you for your review and signature, it will include our estimate of the amount of money the ATO owes you, or the amount you may owe the tax office.

* Rental properties, investment & business items and Capital Gains calculations etc. will incur an additional cost. Includes GST.

** The questionnaire's reference to teachers does not affect its relevance to most professions or jobs.

Supporting your claims

Each year, the Tax Office focuses on work-related expense claims. It is still important that you keep accurate receipts and records to substantiate these claims, including log books for vehicle claims of more than 5,000 km. We recommend a diary of start and end odometer readings for claims less than 5,000kms.

Please note, valid tax invoices must be retained for claims made in your tax return for 5 years after lodgment. For amounts less than \$10, receipts are not required up to a total of \$200, but full details must be recorded.

This year, the ATO is very keen on reviewing claims associated with investments and compliance issues for superannuation. It has established data links with organisations like banks, Centrelink and the State Revenue Office to compare tax returns with other information collected by those organisations. So don't assume the ATO will "never know" about the interest you earn from savings accounts, or social welfare benefits or assistance you may receive.

Superannuation, particularly self-managed super, is facing greater scrutiny. The ATO is determined to ensure super is put away for retirement and that taxpayers are not finding ways to access their super earlier, either directly or indirectly.

In the latter case, this means investment in holiday homes through a super fund, buying art to hang in the house or office, or using cash from super to pay off loans and so on.

If you have investments in shares or property, make sure that the interest you claim on any borrowed money is specifically for earning income and/or capital gain from your investments.

PLEASE REMEMBER:

The ATO can audit any taxpayer's return. If your return is selected, you don't want to end up paying back tax, interest on unpaid tax and possibly fines because you failed to properly account for any income or expenses in your income tax return.

On a positive note, ensure you benefit from any entitlements available through the taxation system, including:

- Superannuation Co-contribution.
- Family Tax Benefit (direct through Centrelink).
- Self assessment. You must support claims with the appropriate substantiation.

Substantiation Declaration

Name
I,

HAVE READ AND UNDERSTOOD THE SUBSTANTIATION DECLARATION AND CAN FULLY SUBSTANTIATE ANY CLAIMS I HAVE MADE.

Signature

Date
 / /

Please note: This section must be signed.

Payment Options

Please **DEDUCT** my fee of \$ from:

My Credit Card ☐ Visa ☐ Mastercard

Cardholder Name

Card Number

Expiry Date / CCV

Signature

Audit protection

Would you like to take audit protection for your tax return? This will be an additional cost of \$88.00 for individual returns, or \$110.00 for individual returns with x1 Rental Property.

☐ Yes ☐ No

Please DEPOSIT my refund into:

Institution

Account Name

BSB Number

Account/Member Number

Signature

Date / /

* Please note all refunds must now be deposited directly in to a bank account. Please ensure your bank details above are completed

Email

Would you like your tax return emailed to you?

☐ Yes ☐ No

Email Address

Would you like an accountant to contact you

Would you like your accountant to contact you on completion of your tax return? ☐ Yes

Please provide your preferred contact method below:

Phone/Email:

Personal Details

Surname <input type="text"/>	Given Names <input type="text"/>	TFN <input type="text"/>	Number of Dependant children <input type="text"/>
Address <input type="text"/>		Email <input type="text"/>	
POSTCODE <input type="text"/>		Main Occupation <input type="text"/>	
Mobile phone <input type="text"/>		Private health insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>		If yes, <u>please attach a copy</u> of the 2020 tax statement issued by the fund	

Spouse or de facto spouse

Surname <input type="text"/>	Given Names <input type="text"/>	Spouse TFN <input type="text"/>
Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>	Taxable Income \$ <input type="text"/>	
If we do not complete your spouse's Income Tax Return, please complete the following:		
- Reportable Fringe Benefits \$ <input type="text"/>	- Net Financial Investment Loss \$ <input type="text"/>	
- Reportable Super Contributions \$ <input type="text"/>	- Net Rental Property Loss \$ <input type="text"/>	
- Tax-Free Government Pensions \$ <input type="text"/>	- Child Support Payments \$ <input type="text"/>	

Income

Government Benefits Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any New Start Allowance, Youth Allowance, or other Centrelink benefits? If yes, please attach Payment Summary from Centrelink.	Dividends Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any income from dividends? If yes, please include details or refer to our website for a worksheet.
Salary Yes <input type="checkbox"/> No <input type="checkbox"/> Please attach tax return copy of PAYG Payment Summaries. Number of PAYG Payment Summaries <input type="text"/>	Investments and Managed Funds Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any income from Investment or Managed Funds? If yes, please attach the relevant annual tax statements.
ETP Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any Employment Termination Payments? If yes, please attach ETP Payment Summaries.	Employee Share Schemes Yes <input type="checkbox"/> No <input type="checkbox"/> Did you acquire shares under an Employment Share Acquisition Scheme? If yes, please provide details.
Rent Yes <input type="checkbox"/> No <input type="checkbox"/> Have you earned any income from rent? If yes, please refer to the attached Rental Property Schedule.	Other income Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any other income? If yes, please attach a brief description and show the amount.
Partnerships and trusts Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received any income from trusts or partnerships? If yes, please attach Annual Taxation Statement from the Trust or Partnership.	Superannuation Benefits Yes <input type="checkbox"/> No <input type="checkbox"/> Have you received a lump sum or income stream from a superannuation fund? If yes, please provide relevant payment summary.

Capital gains

Have you sold any investments such as property or shares? Yes ☐ No ☐

If yes, please include details such as the purchase and sale dates, as well as the purchase cost and sale proceeds.

Please refer to <http://crawfordaccountants.com.au/Tools/Worksheets> for a worksheet.

Interest

Have you earned any income from interest on accounts in banks, credit unions or building societies?
 If it was earned on joint accounts, please show only your share of the interest.

Bank/Branch	Account No.	Interest (Your Share)	Withholding Tax Paid (If any)

* If insufficient space please attach a list

Deductions

Motor Vehicle Expenses.

Yes ☐ No ☐

Have you used your motor vehicle for work-related travel?

Type of car

Vehicle Registration

Travel can be claimed for:

Tax agent visit/ongoing financial planning visits Km

Regional meetings, in-service seminars, conferences Km

School sports/camps* Km

School excursions Km

Work experience Km

Travel between split campus Km

Travel to client premises Km

Other Km

Total Km Km

* Note: you cannot claim for travel to and from work, nor for trips to check prospective school camp sites.

Travel (Overseas &/or Interstate)

Yes ☐ No ☐

Have you undertaken any work-related travel overseas or interstate?

If yes, please attach a summary of details or refer to <http://crawfordaccountants.com.au/Tools/Worksheets> for a worksheet.

Clothing (Protective &/or Uniform)

Yes ☐ No ☐

Have you purchased protective clothing or uniforms for work?

Note: sports clothing is not allowed.

Please provide full details of uniforms required to be worn.

Protective clothing/uniforms (Please describe) \$

Protective footwear \$

Laundry & cleaning of protective clothing or uniforms \$

Sunscreen/sunhats/sunglasses \$

Self Education

Yes ☐ No ☐

Have you carried out study related to current work at a recognised educational institution?

*Note: HECS - HELP payments are not an allowable deduction.

If yes, please attach a summary or refer to <http://crawfordaccountants.com.au/Tools/Worksheets> for a worksheet.

Other Deductions

Yes ☐ No ☐

If there is anything else you can claim, please attach an itemised list and amount.

Tax Agent

If we didn't prepare your tax return last year, please state the name of the tax agent and how much you paid for the service.

Name of tax agent

Fee \$

Financial Planning

Yes ☐ No ☐

Professional fee paid for ongoing financial advice.

Name of adviser

Fees and any other relevant expenses \$

Other Work Related Deductions

Yes ☐ No ☐

If yes, please attach a list and an amount

Expenses can be claimed for:

Additions to professional library \$

Excursion costs - accompanying students \$

Stationery, craft items, teaching aids \$

Tools & equipment (under \$300 per item) \$

Professional journals / magazines \$

Seminars, conferences & short courses \$

Professional Associations \$

Vic Institute of Teaching (VIT) \$

Union fees \$

Computer Consumables \$

Telephone

Yes ☐ No ☐

Telephone (Landline)

Avg # of Calls X # of Wks (25c) \$

Telephone (Mobile)

Avg cost per month X no of months

X % (work usage) **Total \$**

Home Office Expenses

Yes ☐ No ☐

of Hrs X # of Wks @ 52c \$

The commissioner requires a diary to be completed stating the number of hours worked at home over a continuous 4 week period. Due to COVID-19 other methods are now available. Please speak to one of our accountants to consider which method is appropriate.

Internet Service Provider Fees

Yes ☐ No ☐

Avg cost per month X no of months

X % (work usage) **Total \$**

Charities

Yes ☐ No ☐

Have you made donations to registered charities or school building funds? Have you participated in a workplace giving program?

If yes, please attach itemised list and amount.

Income Protection

Yes ☐ No ☐

Did you pay for Income Protection Insurance (outside of your superfund) during the year?

If yes, how much? \$

NOT IN SUPERANNUATION

Rental Property

Taxpayer Owner/Joint Name

Address of Rental Property

 POSTCODE

Acquired date

/
/

Disposed date

/
/

Current year rental dates

From /
/
 To /
/

Date property first became available for rent

Date /
/

Number of weeks property was rented

List here your proportion of ownership

 %

When was your Property Mortgage last reviewed?

Date /
/

Income (Show Total Figures)

Rent received

\$

Other rental related income

\$

Expenses (Show Total Figures)

Advertising for tenants

\$

Bank charges

\$

Body Corporate charges

\$

Borrowing expenses

\$

Cleaning

\$

Council rates

\$

Gardening/lawn mowing

\$

Insurance

\$

Interest on loans

\$

Land tax

\$

Special building write-offs*

\$

Legal fees

\$

Pest control

\$

Property agent fees/commission

\$

Repairs & maintenance

\$

Stationery, telephone & postage

\$

Water charges

\$

Sundry rental expenses

\$

* If your Repair & Maintenance expenditure exceeds \$300, please provide itemised details of these expenses.

Total expenses

\$

Net rent

\$

* If you have obtained a Quantity Surveyors Report, please provide a copy of the report.

Please note this only applies to new residential construction and residential properties purchased prior to May 2017.
Please note more copies of this schedule are available on our website.

PAYG Instalments

Did you pre-pay any income tax by way of annual or quarterly PAYG instalments for the 2019/20 financial year?

Yes ☐ No ☐

HECS/HELP

Do you have a HECS/HELP debt?

Yes ☐ No ☐

Did you have a Fee HELP debt (please see our worksheet at www.crawfordaccountants.com.au)

Yes ☐ No ☐

If yes to both these questions, we will source the amount direct from the ATO.

Depreciation

You may claim for depreciation on the cost of items and equipment purchased to be used as part of your work or rental property (including equipment used in your home office, less % private use). You need to base your statement of percentage of private use on a pattern of usage recorded in a diary for at least one month.

If we completed your tax return last year, you only need to show items purchased that cost more than \$300.

If you are a new client and you depreciated any items last year, please attach a copy of the depreciation schedule.

Equipment	Purchase price	Date purchased	% private use

Tax Offsets

Medical expenses

This offset has changed. Expenses you can claim are restricted to disability aids, attendant care or aged care.

Did you incur any expenses that relate to disability aids, attendant care or aged care in the 2019/2020 financial year?

Yes ☐ No ☐

If yes, please state amount \$

Yes ☐ No ☐

If yes, please state amount \$

If yes, please state amount \$

Child Support Payments

Did you make child support payments during the 2019/2020 financial year?

If yes, please state amount \$

We're interested in your views on other tax & business services

Lodging your tax return is only a small part of your Financial Management and Planning. It is far more effective that investors take Taxation into account as part of their overall financial plan. If you would like to discuss any of the below, we would be happy to arrange a no obligation consultation with you.

What areas would you be interested in pursuing (tick one or more of the following):

<input type="checkbox"/> Minimising tax	<input type="checkbox"/> Self Managed Super Funds
<input type="checkbox"/> Loan enquiry	<input type="checkbox"/> Investment Properties
<input type="checkbox"/> Start up Business Advice	<input type="checkbox"/> XERO Subscriptions
<input type="checkbox"/> BAS Preparation	<input type="checkbox"/> ASIC Administration

Other (please describe)

☐ Minimising tax
 ☐ Self Managed Super Funds

☐ Loan enquiry
 ☐ Investment Properties

☐ Start up Business Advice
 ☐ XERO Subscriptions

☐ BAS Preparation
 ☐ ASIC Administration

Other (please describe)

- Other (please describe)
-
-
-

Comments

This image shows a full page of blank, lined paper. It features approximately 20 horizontal blue lines spaced evenly across the page, typical of notebook paper. The lines are thin and light blue, set against a plain white background. There is no handwriting or other markings on the page.

Please tick the box below if you would be interested in a FREE initial financial review with our Financial Services Team

YES ☐