



**BOA & Co.**

Chartered Accountant and Financial Advisor

# Tax Record Kit

## 2020 Financial Year Individual

1 July 2019 – 30 June 2020

Chartered Accountants and Business Advisor

**Your Trustworthy  
Business Partner**

[www.boanco.com.au](http://www.boanco.com.au)

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# Your 2020 Individual Tax Record Kit

The Tax Record Kit is split into 3 sections:

## Section 1: Income



Parts 1 - 5

This section is concerned with your various income streams. Work your way through each part of this section and complete the items that are applicable to you. Once you have located the related documents/ receipts place them in the nominated plastic sleeve, behind the checklist, and complete the relevant details on the checklist page.

## Section 2: Expenses



Parts 6 - 9

This section will outline all of your expenses. Work through this section and complete the items that are applicable to you. Once you have located the related documents/ receipts place them in the nominated plastic sleeve, behind the checklist, and complete the relevant details on the checklist page.

## Section 3: Others



Part 10

In this section you should record any other items that you consider may be important to your return that are not covered in Parts 1 - 9. Once you have located the related documents/ receipts place them in the nominated plastic sleeve, behind the checklist, and complete the relevant details on the checklist page.

When you have completed your Tax Record Kit please send it back directly to us.

## Personal Details

Title		First Name	
Surname			
Address			
Suburb		State	Postcode
Phone		Mobile	
Email			
Date of Birth		Place of Birth	
Tax File Number			
Australian Business Number (ABN)			
Occupation			
Employer Name and ABN			

## Income: Part 1

### Employment, Pension and Centrelink Certificates (Jobkeeper payment included)

	Total/s	Supporting Document/s Enclosed
PAYG Payment Summaries - Individual Non Business (Group Certificates)	\$	<input type="checkbox"/>
Centrelink Payment Summaries (Pension and Allowance Statements)	\$	<input type="checkbox"/>
Additional statements or certificates for redundancy, termination or superannuation fund payments	\$	<input type="checkbox"/>
Allocated Pension Statements, together with covering letter showing undeducted component and tax offset entitlements	\$	<input type="checkbox"/>
Details of foreign income, pensions, amounts of any foreign taxes deducted, and any notices or correspondence with overseas authorities	\$	<input type="checkbox"/>

## Income: Part 2

### Investment Income

	Total/s	Supporting Document/s Enclosed
Interest received from banks, credit unions or other financial institutions	\$	<input type="checkbox"/>

Details of each interest bearing account:

Bank / Financial Institution Name	Account No:	Account Holder (Single or Joint)	Amount of Interest Received

Total TFN withholding amount \$ \_\_\_\_\_

If you are unsure, include the relevant bank statements behind this sheet.

	Total/s	Supporting Document/s Enclosed
<b>Dividend Statements and Payment Advice slips (normally two for each company for each year)</b> Only include advice slips where the 'Payment Date' falls between 1 July and 30 June	\$	<input type="checkbox"/>
Managed Fund " <b>Annual Tax Statements</b> " for the year ended 30 June	\$	<input type="checkbox"/>
<b>Family Trust Distributions for the year ended 30 June (not dealt with above)</b> Name of Trust: _____ Trust's Tax File Number: _____ Taxable Amount Received: \$ _____ Franking/Imputation Credit/Capital Gains included in Taxable Amount: \$ _____		<input type="checkbox"/> <input type="checkbox"/>
<b>Expenses incurred in earning this investment income</b> This may include:		
■ Interest/bank fees on funds borrowed solely to make the investments	\$	<input type="checkbox"/>
■ Financial Adviser's fees	\$	<input type="checkbox"/>
■ Investment tracking software	\$	<input type="checkbox"/>
■ Investment magazines and journals	\$	<input type="checkbox"/>
■ Travel to seminars / financial advisers and company AGM's	\$	<input type="checkbox"/>
■ Phone calls/faxes/postage/stationery related to investment activities	\$	<input type="checkbox"/>

# Income: Part 3

## Rental Income

Please complete a separate form for each investment property

Address of rental property: \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Name of owner \_\_\_\_\_ % of ownership \_\_\_\_\_

Name of owner \_\_\_\_\_ % of ownership \_\_\_\_\_

Name of owner \_\_\_\_\_ % of ownership \_\_\_\_\_

Date property first earned rental income \_\_\_\_\_

	Total/s	Supporting Document/s Enclosed
<b>Rental Properties managed by a Real Estate Agent:</b>		
<ul style="list-style-type: none"> <li>■ Agent's summary statements for income and expenses for the year</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Expenses paid direct by you (not included on agent's statement) Complete these details in the Expenses Section below</li> </ul>	\$	<input type="checkbox"/>
<b>Rental Properties managed by you</b>		
Income (GST included)	\$	<input type="checkbox"/>
Total Rental Income for the year	\$	<input type="checkbox"/>
Other Income (eg cost reimbursements from tenants)		
<b>Expenses</b>		
Interest charged on loans used to purchase property	\$	<input type="checkbox"/>
Bank charges on mortgage loans	\$	<input type="checkbox"/>
Body corporate / Strata levies	\$	<input type="checkbox"/>
Borrowing / refinancing costs	\$	<input type="checkbox"/>
Council rates and Land tax	\$	<input type="checkbox"/>
Insurance (building / contents / landlord)	\$	<input type="checkbox"/>
Legal expenses/lease costs	\$	<input type="checkbox"/>
Repairs (only items restoring property to its condition at time of 1st rental)	\$	<input type="checkbox"/>
Water rates, electricity, gas	\$	<input type="checkbox"/>
Agent's fees and expenses, advertising for tenants	\$	<input type="checkbox"/>
Any other expenses incurred	\$	<input type="checkbox"/>
New furniture or equipment purchased during the year	\$	<input type="checkbox"/>
Capital expenditure incl construction cost of renovations / improvements	\$	<input type="checkbox"/>
<b>New Rental Properties:</b>		
<ul style="list-style-type: none"> <li>■ Address of rental property _____</li> <li>■ Purchase date (when contracts were exchanged) _____</li> <li>■ Purchase price</li> <li>■ Date the property was first rented out _____</li> <li>■ Number of weeks available for rent _____</li> <li>■ Names of owners and % of ownership _____</li> <li>■ Solicitor's bill, "Settlement Sheet" and letter re stamp duty on contract</li> <li>■ Financier's letter with details of all costs of borrowing</li> <li>■ Depreciation Schedule or Quantity Surveyor's Report</li> </ul>	\$	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Income: Part 4

### Sale of Assets

	Total/s	Supporting Document/s Enclosed
<b>Sale of Shares</b> Details required for each parcel of shares sold: <ul style="list-style-type: none"> <li>■ Buy contract OR date of purchase, number of shares purchased, total cost of purchase including brokerage &amp; stamp duty</li> <li>■ If any of the shares were acquired through Dividend Reinvestment, we need all dividend statements</li> <li>■ Sell contract OR date of sale, number of shares sold, net proceeds of sale after brokerage</li> <li>■ Employee Share Schemes – If you have received shares from your Employer you will need to provide us with details as they may vest in this financial year.</li> </ul>	\$   \$	<input type="checkbox"/>   <input type="checkbox"/>
<b>Sale of Real Estate</b> Details of Sale <ul style="list-style-type: none"> <li>■ Property Address_____</li> <li>■ Solicitor's settlement sheet re sale</li> <li>■ Agent's statement showing commission deducted</li> <li>■ Solicitor's fees for acting on the sale_____</li> <li>■ Date of exchange of Contract of Sale_____</li> </ul> Details of Purchase <ul style="list-style-type: none"> <li>■ Solicitor's Settlement sheet re purchase</li> <li>■ Stamp duty paid on purchase</li> <li>■ Solicitor's fees for acting on purchase</li> <li>■ Dates and amounts of any improvements to the property _____</li> <li>■ Date of exchange of Contract for Purchase_____</li> <li>■ If not previously claimed (eg because property didn't produce income) all holding costs such as interest on mortgage, council &amp; water rates, insurance, repairs &amp; maintenance</li> </ul>	\$ \$ \$  \$ \$ \$ \$	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Sale of other assets</b> Details required: <ul style="list-style-type: none"> <li>■ Description of asset_____</li> <li>■ Date of purchase_____</li> <li>■ Total cost of Purchase - Purchase price, legal fees etc</li> <li>■ Date of sale _____</li> <li>■ Net Proceeds of Sale - Sale price less legal fees, agent's commission etc</li> </ul>	\$  \$	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Income: Part 5

### Other Income

	Total/s	Supporting Document/s Enclosed
<b>Income from any other source</b>		
Examples include:		
■ Shares or rights received under an employee share scheme	\$	<input type="checkbox"/>
■ Lump sum payments in arrears (Back Pay)	\$	<input type="checkbox"/>
■ Royalties	\$	<input type="checkbox"/>
■ Scholarships or grants	\$	<input type="checkbox"/>
■ Jury service payments	\$	<input type="checkbox"/>
■ Foreign employment	\$	<input type="checkbox"/>
■ Self-employed business income (see Business Schedule below)	\$	<input type="checkbox"/>
<b>Business Schedule</b>		
*If you are registered for GST, the figures in the "Total \$" column should be GST - exclusive. If you are not registered for GST, they should be the total amount inclusive of GST.		
Main Business Activity _____		
<b>Total Revenue from business activities</b>		*Total \$
<b>Expenses</b>		
Materials and supplies	\$	<input type="checkbox"/>
Bank charges	\$	<input type="checkbox"/>
Contractors payments and ABN number for each contractor	\$	<input type="checkbox"/>
Capital Items (assets > \$1,000)	\$	<input type="checkbox"/>
Employees' wages	\$	<input type="checkbox"/>
Insurance	\$	<input type="checkbox"/>
Motor vehicle expenses (use Part 6 to calculate this expense)	\$	<input type="checkbox"/>
Printing and stationery	\$	<input type="checkbox"/>
Repairs and maintenance	\$	<input type="checkbox"/>
Superannuation contributions for employees	\$	<input type="checkbox"/>
Superannuation contributions for yourself	\$	<input type="checkbox"/>
Telephone	\$	<input type="checkbox"/>
Tools and equipment (< \$1,000 per item)	\$	<input type="checkbox"/>
Any other business expenses incurred	\$	<input type="checkbox"/>
Any other income	\$	<input type="checkbox"/>

## Expenses: Part 6

### Work-related Motor Vehicle and Travel Expenses

	Total/s	Supporting Document/s Enclosed
<b>Motor Vehicle Usage</b>		
a) No Log Book Kept Number of work-related kilometers travelled	km	<input type="checkbox"/>
OR		
b) Log Book Kept (minimum of 12 continuous weeks AND less than 5 years old)	%	<input type="checkbox"/>
% of business use		
Total Running costs for full year		
■ Fuel expenses	\$	<input type="checkbox"/>
■ Interest component of lease payments (Provide copy of finance documents)	\$	<input type="checkbox"/>
■ Registration expenses	\$	<input type="checkbox"/>
■ Pinkslip and CTP (greenslip)	\$	<input type="checkbox"/>
■ Comprehensive / Third Party Property Insurance	\$	<input type="checkbox"/>
■ Repairs and Maintenance	\$	<input type="checkbox"/>
■ Car Washing	\$	<input type="checkbox"/>
■ NRMA membership	\$	<input type="checkbox"/>
■ Services	\$	<input type="checkbox"/>
■ Tyres & Batteries	\$	<input type="checkbox"/>
■ Financial contract of loan (interest)	\$	<input type="checkbox"/>
<b>Travel costs</b>		
■ Local Travel for work purposes		
- Taxis	\$	<input type="checkbox"/>
- Public transport	\$	<input type="checkbox"/>
- Tolls and Parking (stations, meters, but not fines)	\$	<input type="checkbox"/>
- Car hire fees	\$	<input type="checkbox"/>
■ International / interstate / intrastate trips for work purposes		
- Travel log book (for all international and interstate trips of 6 or more consecutive nights)		<input type="checkbox"/>
- Airfares	\$	<input type="checkbox"/>
- Accommodation	\$	<input type="checkbox"/>
- Meals and incidentals	\$	<input type="checkbox"/>
- Transfers / Taxi fares	\$	<input type="checkbox"/>
- Visa application fees	\$	<input type="checkbox"/>
- Business Luggage	\$	<input type="checkbox"/>



## Expenses: Part 7

### Protective Clothing / Uniforms and Self-Education Expenses

	Total/s	Supporting Document/s Enclosed
<b>Protective Clothing &amp; Uniforms</b> (must be unsuitable for wear in outside work)		
<ul style="list-style-type: none"> <li>■ Overall, safety boots, protective gloves</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Hats, sunscreens, sunglasses (for outdoor workers only)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Safety equipment</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Uniforms bearing employers insignia</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Dry-cleaning of approved uniforms</li> </ul>	\$	<input type="checkbox"/>
<b>Self-Education expenses directly related to your current employment</b> This section relates to long-term courses at a Tertiary Institution. Seminars and conferences are dealt with in Part 8		
<ul style="list-style-type: none"> <li>■ Name of eligible course _____</li> </ul>		
<ul style="list-style-type: none"> <li>■ Course fees including fees payable under FEE-HELP (this does not include expenses paid under HECS-HELP)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Student union fees</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Books, textbooks, journals, periodicals and computer consumables</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Internet usage (excluding connection cost)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Printing, postage, stationery, photocopying</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Equipment purchases &amp; repairs to equipment</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Public transport fares between home, place of education and place of work-only the first leg of travel is deductible</li> </ul>	\$	<input type="checkbox"/>
Use of car to travel between home, place of education, and place of work (only first leg of travel is deductible)		
<ul style="list-style-type: none"> <li>■ Number of kilometres travelled</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Parking and tolls</li> </ul>	\$	<input type="checkbox"/>
Please advise the connection between your studies and <u>current</u> employment _____ _____ _____ _____ _____ _____ _____ _____		

# Expenses: Part 8

## All Other Work Deductions

Do not include any expenses already shown at Part 6 or 7

	Total/s	Supporting Document/s Enclosed
<b>HOME-OFFICE EXPENSES</b>		
a) Shortcut method (during COVID-19)		
<ul style="list-style-type: none"> <li>■ Working from home hours during COVID-19 from 1 March 2020 - 30 June 2020</li> </ul>	Hours	<input type="checkbox"/>
b) Fixed rate method		
<ul style="list-style-type: none"> <li>■ Working from home hours from 1 July 2019 - 29 February 2020</li> </ul>	Hours	<input type="checkbox"/>
OR		
c) Actual cost method		
<ul style="list-style-type: none"> <li>■ Electricity expenses</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Home office furniture and furnishings</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Cleaning expenses</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Use of Mobile phone for work purposes (Diary of actual use needs to be kept for 4 weeks)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Use of Home phone for work purposes (Diary of actual use needs to be kept for 4 weeks)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Use of internet access for work purposes (Diary of actual use needs to be kept for 4 weeks)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Computer consumables and supplies (ink cartridges, USB's, paper)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Stationery / Pens / Calculator</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Purchase of computer, laptop or similar devices</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Computer software for work purposes</li> </ul>	\$	<input type="checkbox"/>
<b>OTHER EXPENSES</b>		
<ul style="list-style-type: none"> <li>■ Union Fees / Membership of Professional or other Work related Organisations</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Tools of trade / Materials used on job (unreimbursed)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Training or professional courses / Conferences / Seminars</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Professional &amp; Trade Journals / Magazines / Reference Books / Online Subscriptions</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Meals expense while working overtime</li> </ul>	\$	<input type="checkbox"/>

## Expenses: Part 9

### Other Claims

	Total/s	Supporting Document/s Enclosed
<ul style="list-style-type: none"> <li>■ Election expenses</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Donations (greater than \$2) made to approved charities (D.G.R.)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Income protection insurance premiums (if not paid via your superannuation fund)</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Legal fees relating to the earning of your income</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Tax preparation fees for previous financial year's return</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Total kilometres travelled to attend meeting with a recognised tax adviser</li> </ul>	km	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ Personal superannuation contributions for both yourself and your spouse (excluding superannuation guarantee paid by employer). Please enclose acknowledgement letter from your fund.</li> </ul>	\$	<input type="checkbox"/>

### Dependant Children

Child's Full Name	Date of Birth

	Total/s	Supporting Document/s Enclosed
<b>Medical expenses</b> Medical expenses only related to: <ul style="list-style-type: none"> <li>■ disability aids</li> <li>■ attendant care or</li> <li>■ aged care</li> </ul>	\$ \$ \$	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Others: Part 10

### Additional Information

	Total/s	Supporting Document/s Enclosed
If you have any of the following, please ensure that these are included here:		
<ul style="list-style-type: none"> <li>■ Private Health Insurance annual statement showing level of cover / membership number and amount of premiums paid for the year</li> </ul>	\$	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>■ If your partner will not complete their tax return with BOA &amp; Co. please include their details in the table below.</li> </ul>	\$	<input type="checkbox"/>

Partner's full name	
Partner's date of birth	
Partner's taxable income for the year	\$

### Tax Residency Status

Have you migrated/arrived in Australia during the financial year ? Visa Class _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what date:
Have you left Australia permanently during the financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what date:

PLEASE ALSO LIST HERE AND ENCLOSE ANYTHING ELSE NOT COVERED IN THE PREVIOUS POCKETS THAT YOU THINK MAY BE IMPORTANT

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