

HEALTH PROFESSIONAL CHECKLIST FINANCIAL YEAR – 1 JULY 2019 TO 30 JUNE 2020

NAME: _____

PREFERRED PHONE: _____

CLIENT EMAIL: _____

CHANGES TO DETAILS (IF ANY): _____

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Financial Year – 1 July 2019 to 30 June 2020

(All information requests relate to this period, unless otherwise noted)

GENERAL INFORMATION	PROVIDED (Y OR N/A)	Further Details / YOUR COMMENTS
Have your contact details changed this year – ie address or email If so, please provide •		
Have your circumstances changed this year: • Have you run a business for the first time?		<i>If Yes, please provide details</i>
Superannuation – Please attach your: • Annual Superannuation Statement • Notice of Intent to claim or vary a deduction for personal superannuation contribution		<i>We require your annual member statement to correctly complete your tax return.</i>
Private Health Insurance – Please attach your: • Annual Private Health Insurance Statement • Summary of Cover		<i>We require the statement to correctly complete your tax return.</i>
Have your bank account details changed from last year? If so, please provide.		Bank: BSB: Account Number: Acct Name:
BUSINESS OR EMPLOYEE?		
If you operated as a contractor during the year (i.e. you used an ABN), please provide an income and expenses summary (i.e. Xero report, Excel		

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<p>so-on) that matches your Business Activity Statements lodged.</p> <p>The items listed further below should only be provided if not already included in your summary.</p>		
INCOME		
<p>Salary & Wages – Do you have Salary & Wages income, including Allowances?</p> <p>Please provide a Job Title/Description that best describes your employment (i.e. General Practitioner, Specialist, Pharmacist, Dentist, Optometrist, Urologist, etc)?</p>		<p><i>Please attach all PAYG Withholding Payment Summaries</i></p> <p><i>Note: Now with Single Touch Payroll (STP) you may not receive a payment summary, instead you can access this information from your MyGov account.</i></p>
<p>Other Medical related income such as:</p> <ul style="list-style-type: none"> • Allowances • Rural Retention Payments • Lag Payments • Medicare Receipts • Commissions / Bonuses 		<p><i>Please provide details.</i></p>
<p>Interest Income – Please provide details of any interest earned on savings accounts or Term Deposits during the year.</p>		<p><i>Please note – The Australian Taxation Office do have the ability to match your records to Financial Institution records and review your income tax returns where they are incorrect.</i></p>
<p>Lump Sum Payments - Did you receive any Eligible Termination Payments or Income Insurance Payouts?</p>		<p><i>Please attach the relevant details & statements.</i></p>
<p>Pensions Payments - Did you receive any Government, Superannuation or other pensions?</p>		<p><i>Please provide details.</i></p>
<p>Trust or Partnership Income – Please provide details of any income received from any Investment such as MLC, Navigator, so-on?</p>		<p><i>Please provide a copy of the full Annual Tax Statement / Summary report.</i></p>
<p>Dividend Income - Please provide a <u>summary</u> of the following amounts:</p> <ul style="list-style-type: none"> • Franked Dividends • Unfranked Dividends • Franking / Imputation Credits 		<p><i>Alternatively, please provide all your Dividend Statements for the year. Note – Most companies will pay 2 dividends each year.</i></p> <p><i>The relevant date is the dividend payment date (not the record date).</i></p>
<p>Capital Gains & Losses - Did you buy or sell any significant assets – Land, Shares, Unit Trust investments so-on?</p> <p><i>Note: The sale of privately used assets greater than \$10,000 may still attract Capital Gains Tax</i></p>		<p><i>Please provide details and attach the following:</i></p> <ul style="list-style-type: none"> • Buy Contracts • Sell Contracts • Settlement Statements • Stamp Duty and Commission

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<i>(i.e. Caravans/Boats).</i>		Costs <ul style="list-style-type: none"> • Legal Costs where relevant • So-on
Rental Income – Please refer to our Holmans Investment Property Checklist .		<i>This includes Airbnb and or similar income.</i>
Other Income – Did you receive any other income during the year (i.e. Royalties, Foreign Income including Foreign Employment Income, Foreign Losses, other)? <i>Note: Even if you declare and pay tax on foreign income, it may still need to be disclosed here in Australia. The ATO is undertaking significant data-matching programs in this area.</i>		<i>Please provide details.</i>
Share Economy Income - Did you have any UBER or AirBnB or other similar income?		<i>The ATO now have access to records directly from the providers which they use for cross checking.</i>
During the year did you own, or have an interest in, assets located outside Australia which had a total value of AUD\$50,000 or more?		<i>Please provide details.</i>
EXPENSES		
If you used a Motor Vehicle for work-related or business purposes, please provide the following details for each vehicle: <ul style="list-style-type: none"> • Registration Number • Business Percentage as per Logbook * • Business Kilometres travelled for the year • Engine size of each vehicle Costs associated with running each vehicle: <ul style="list-style-type: none"> • Fuel and Oil • Registration and Insurance • Repairs and Maintenance (including description of costs) • Other Please provide as much information as you can. Holmans can then calculate the method that provides you with the best claim. If you are claiming 100% of the vehicle costs as business/work related – can you please confirm that you have a second vehicle .		<i>Details and Costs for multiple vehicles should be provided separately.</i> <i>* A valid logbook must be a written record of all travel kept for a representative 12 week period. The logbook and business % can be valid for up to 5 years.</i> <i>The ATO take a view that if you don't have another car, your only car cannot be 100% work/business related.</i>
Other work related expenses to consider but not limited to: <ul style="list-style-type: none"> • Costs of medicines and medical supplies • Annual practicing certificate fee • Medical Licenses • Medical Board Fees 		<i>Please provide details of all applicable expenses.</i> <i>Where equipment items cost more than \$300, please provide a copy of the invoice.</i>

GENERAL INFORMATION	PROVIDED (Y OR N/A)	Further Details / YOUR COMMENTS
<ul style="list-style-type: none"> • RACGP Membership • AHPRA Registrations • Other memberships, associations or registration fees • Professional Indemnity Insurances • Union Fees • Uniform (compulsory uniform) and Laundry • Work related Study Costs (Non Tertiary) • First aid courses • Medical Equipment under \$300 • Electronic Organisers, iPad or similar • Computer Equipment and Software • Repairs of equipment • Technical or professional publications • Dedicated stopwatches and fob watches • Other – please specify 		<p><i>Where work/business use is not 100%, please provide the work use %. Where work/business use is not 100%, please provide the work use %.</i></p>
<p>Seminars and Training Courses (<u>must</u> be related to your current employment/income):</p> <ul style="list-style-type: none"> • Cost of the seminar • Travel to and from the seminar including airfares and transfers • Accommodation while attending the seminar. 		<p><i>You will need proof of expenditure incurred – credit card records will suffice. You can only claim the nights related to attending the course.</i></p> <p><i>For example 2 days on a course and 5 days personal holiday – only 2/7ths of the accommodation will be claimable.</i></p>
<p>If you used your personal phone/internet for work related purposes, please provide the following:</p> <ul style="list-style-type: none"> • Home Phone usage (\$ per mth & business %) • Mobile Phone usage(\$ per mth & business %) • Internet Costs (\$ per mth & business %) 		
<p>Self-Education Expenses – Are you completing Tertiary Studies for your current occupation?</p> <p>If so, you may be entitled to claim your course fees and text books.</p>		
<p>If you worked from home, please provide the number of hours per week on average that you use your home office for employment / work related purposes.</p> <p>Period 1 (Pre Covid-19) 1 July 2019 -29 February 2020</p> <p>Period 2 (Covid-19) 1 March 2020 – 30 June 2020</p>		<p><i>This tells us how much electricity and related costs you can claim, without affecting the capital gains tax on your home.</i></p>
<p>Gifts and Donations - only donations to registered Deductible Gift Recipients are tax deductible.</p> <p><i>Note: Raffle/lottery and charity event tickets are generally <u>not</u> deductible.</i></p>		<p><i>Please provide details/copies of receipts.</i></p>

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Income Protection Insurance premiums paid for the tax year.		<i>Please provide a copy of the annual statement of premiums from your insurer.</i>
Tax Agent Fees for the prior year. <i>(Only if Holmans were not your Accountant)</i>		<i>Please provide details and or associated invoice.</i>

Superannuation contributions - Did you make any during the tax year for your spouse?		<i>Please provide super fund statement (Holmans will have details if we look after your Self-Managed Super Fund)</i>
OTHER DETAILS		
<p>Do you have a spouse or de-facto partner who does not complete their tax return with Holmans?</p> <p>If so, please provide the following details for your spouse:</p> <ul style="list-style-type: none"> • A copy of their completed 2020 tax return; • Their date of birth and Tax File Number if not displayed in the tax return. • 		
<p>Did you live in a remote area (e.g. Mt Isa, Broome, so-on)?</p> <p>If so, please provide the name of the town/area and the number of nights you lived there if not for a full year.</p>		<p><i>You will need to have genuinely lived there for more than 183 nights to be eligible for the Zone Tax Offset (usual place of residence).</i></p> <p><i>Note: Zone Tax Offset no longer applies to fly-in fly-out and drive-in drive-out employees.</i></p>
<p>Did you pay any Child Support during the year?</p> <p>If so, please provide details.</p>		<i>The ATO has introduced new income tests to determine eligibility for some tax offsets and government benefits. How much you have paid in child support is now taken into account.</i>
<p><i>Are there any other details you think we may need to complete your income tax return?</i></p> <p><i>The list above is intended to be a guide only.</i></p> <p><i>Please contact us if you have additional queries as to what other income and expenses might be applicable to your particular circumstances.</i></p>		<i>Please provide details.</i>

I have reviewed my personal records for the period 1 July 2018 to 30 June 2019 and confirm, to the best of my knowledge, that the information provided to Holmans is true and complete.

Signed

Please be aware that the completeness and accuracy of the information you provide to us remains your responsibility. In engaging us to prepare your tax return, you acknowledge that you must provide us with all relevant information and documentation to complete the engagement. Under the Self-Assessment Regime (the laws which govern the completion of income tax returns), the onus is on you to have adequate documentation to support your income and deduction claims. This documentation in most cases must be retained for between 5 and 7 years, although it is 10 years for Self-Managed Superannuation Fund. The ATO and other government bodies have the right to impose penalties if you are unable to substantiate the amounts or if they determine there is missing, false or misleading information in the lodged tax return.