

ezytax
BLUE

tax 101

TAX 101

The purpose of this document is to demonstrate how to complete a tax return. This document contains examples obtained from prefills of past clients. Screenshots, arrows and explanations are included to provide a thorough demonstration of the process from start to end.

Table of Contents

Step 1. Add a client to portal.....	2
Step 2. Find and save client prefill.....	7
Step 3. Create a client in MYOB.....	9
Step 4. Starting a tax return.....	11
Step 5. Enter income details.....	13
Item 1. Salary or wages.....	13
Item 5. Government payments	16
Item 10. Interest.....	17
Step 6. Private health insurance details	19
Step 7. Enter spouse details.....	22
Step 8. Adjusting credits.....	24
Step 9. Deductions	24
D1. Motor vehicle expenses.....	25
D3. Uniform and laundry expenses	26
D5. Other work-related expenses	26
D9. Gifts or donations.....	28
D10. Cost of managing tax affairs	29
Step 10. Income tests.....	30
Step 11. V-errors and checking estimate	30
Step 12. Print tax return.....	33
Step 13. Prepare invoice.....	36
Bonus 1. Check outcome of prior tax returns	38
Bonus 2. Outstanding tax returns	39

How to use Table of Contents: CTRL + right-click page number for shortcut

Step 1. CLIENT TO COMPLETE CIF

Client is to complete CIF in **their** handwriting. You can help them understand what to write and where.

Ask if they wish to pay Cash/EFT or Fee From Refund. Explain the price difference and timing.

Point out additional charges where applicable.

Give the Client the Client Sub-Dec for signing.

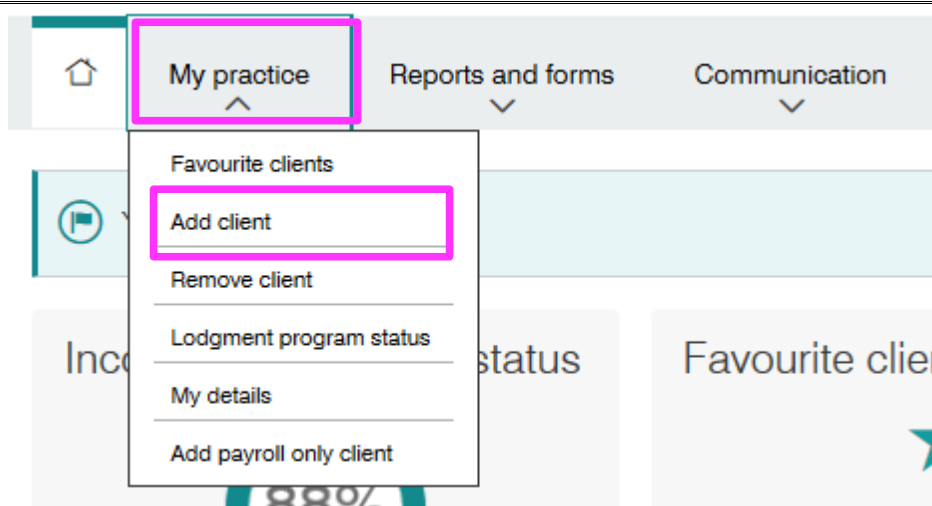
Step 2. ADD A CLIENT TO PORTAL

Once client has **confirmed** they want you to complete their tax return > Add the client to the Tax Agent Portal.

Below is the 'Home' page of portal.

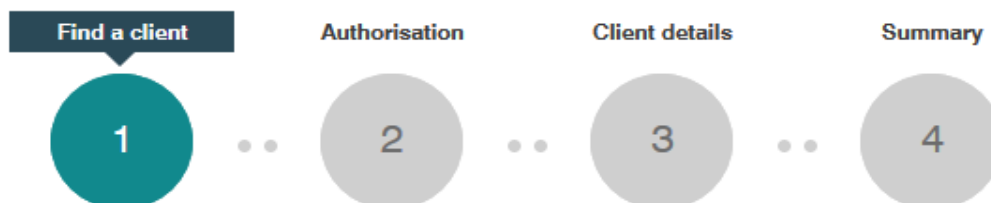
The screenshot shows the 'Home' page of the Ezytax Blue Tax Agent Portal. At the top, there is a dark blue header with the user's name 'EZYTAX BLUE' and a 'Logout' button. Below the header is the Australian Government Australian Taxation Office logo on the left and a search bar on the right with the placeholder text 'TFN, ABN, WPN, EIN or name'. A navigation menu below the search bar includes 'My practice', 'Reports and forms', and 'Communication'. A notification bar indicates 'You have 1 notifications'. The main content area features three cards: 'Income tax lodgment status' showing a 38% progress indicator for the period 01 Jul 2020 - 07 Feb 2021; 'Favourite clients' with a star icon and a 'Get started' button; and 'Practice mail' with an envelope icon and a 'View' button.

For new clients > click '**My practice**' > '**Add client**'.



Select Client Type > **'Individual'** for all individual clients.
> **'Non-individual'** for partnership, company, trust, SMSF clients.

Add client



Find a client

Select your client type *

Individual ←

Non-individual

Enter required information from CIF and click **'Search'**.

Select an identifier *

<input checked="" type="radio"/> TFN	<input type="radio"/> ABN
<input type="radio"/> EIN	<input type="radio"/> WPN

Enter the identifier number *


Client's date of birth *

If someone is a return client, they may already be in our client list. The below message will appear.

Client name
BOOTH, GEOFFREY D

Date of birth
04 December 1992

TFN
894 538 596

 This client is already in your client list.

Search for a return client by the client's TFN in the search box top LHS of screen.

x Q

[View client list](#) [Advanced search](#)

Communication



If the error message does not appear, continue adding Client to the portal. Tick the highlighted box > click **'Next'**.

Client name

BOOTH, GEOFFREY D

Date of birth

04 December 1992

TFN

894 538 596



confirm that I have a signed authority from this client to act on their behalf. *

Cancel



Next

Select **'All accounts'** > click **'Next'**.

Authorisation

Client name

BOOTH, GEOFFREY D

Date of birth

04 December 1992

TFN

894 538 596

Select accounts you would like to authorise

All accounts

Back

Cancel



Next

DO NOT select either option below, simply click '**Next**'.

Client details

Client name

BOOTH, GEOFFREY D

Date of birth

04 December 1992

TFN

894 538 596

Client details

- Set communication preferences to use default settings ▼
- Update client's postal address for income tax purposes to be the same as your practice postal address ▼



Click **'Submit'**

Summary

Client name

BOOTH, GEOFFREY D

Date of birth

04 December 1992

TFN

894 538 596

Authorisation

Authorised accounts

All accounts

Preferences

Update client's postal address for income tax purposes

No updates made



Client is now added to the Portal. Click on 'Client homepage'.

Add client



BOOTH, GEOFFREY D has been added as a new client.

The predictive name search and advanced search will not display your recently added client for around 15 minutes. Search using the client's identifier in quick search or navigate using the Client homepage link below.

What would you like to do next?

- > Go to [client homepage](#)
- > Update [client address](#)
- > Update [client financial institution details](#)
- > [Add another client](#)

Print friendly version

Below is an example of a client homepage.

The screenshot shows the Australian Taxation Office client portal. At the top left is the Australian Government logo. To the right is a search bar with the text 'TFN, ABN, WPN, EIN or name' and a search icon. Below the search bar are links for 'View client list' and 'Advanced search'. A navigation bar contains 'My practice', 'Reports and forms', and 'Communication'. The client's name 'BAKOULAS, NICHOLAS' and TFN '503 996 963' are displayed. There is an 'Add to favourites' button with a star icon. Below this is a menu with 'Summary', 'Profile', 'Accounts and payments', 'Lodgments', 'Super', and 'Business'. The 'Lodgments' section is expanded, showing a table of tax returns. A status message at the bottom says 'Payments are up to date.'

Account	Description	Due date	Status	Action
Income tax 001	Jul 2022 - Jun 2023 Tax return	31/10/2023	Overdue	View >
Income tax 001	Jul 2019 - Jun 2020 Tax return	02/11/2020	Overdue	View >
Income tax 001	Jul 2018 - Jun 2019 Tax return	31/10/2019	Overdue	View >
Income tax 001	Jul 2017 - Jun 2018 Tax return	31/10/2018	Overdue	View >

Note the overdue tax return from 2018-2020 in the above example. It is imperative to inform the client of the overdue tax return. Check the 2018 - 2020 prefill to see whether

a tax return is require or a NLA (check NLA manual for more information).

Step 2. FIND AND SAVE CLIENT PREFILL

Click 'Lodgments' > 'Client reports'.

BAKOULAS, NICHOLAS

TFN
503 996 963

Summary Profile Accounts and payments **Lodgments** Super Business

For action

Account	Description	
Income tax 001	Jul 2022 - Jun 2023 Tax	31/

- Activity statements
- Income tax
- Non-lodgment advice
- Taxable payments annual report
- Client reports**
- Client forms

Click the relevant 'Financial Year' > click 'Generate' bottom right-hand side (RHS) of the page.

Reports

All fields marked with * are mandatory.

Pre-fill and pre-generated reports

Pre-filled reports

Financial year

2023

[2022](#)

[2021](#)

[2020](#)

[2019](#)

[2018](#)

Reports

Pre-filled report for the 2023 financial year

All fields marked with * are mandatory.

Name
BAKOULAS, NICHOLAS

TFN
503 996 963

Report format *

View in browser



Back

Cancel

Generate

Once the prefill is generated, you must **SAVE** the report > click '**Print**' > select '**Microsoft Print to PDF**' as the printer > click '**Print**' > Option to Save box will pop up



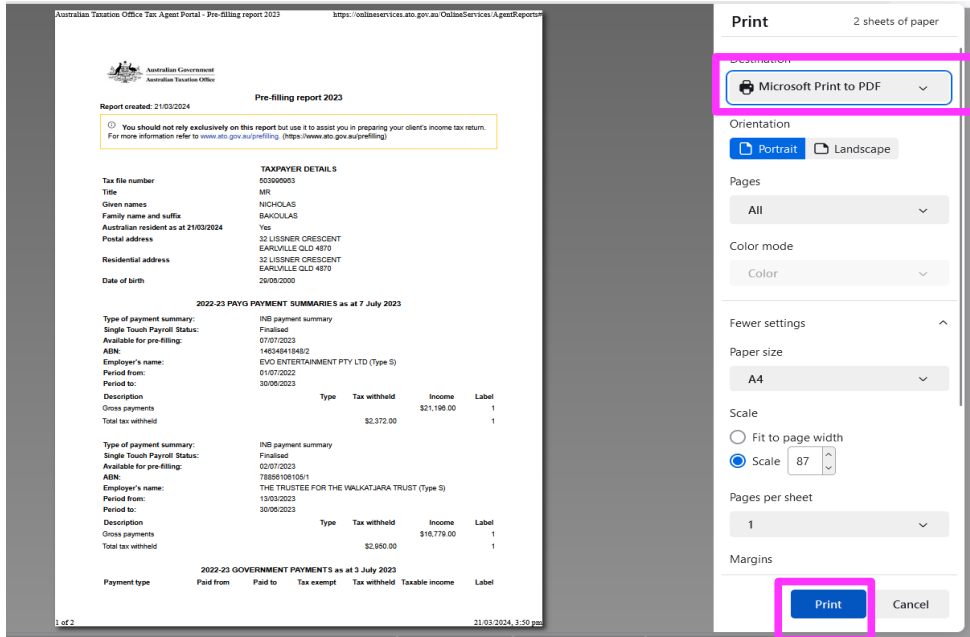
Print

Pre-filing report 2023

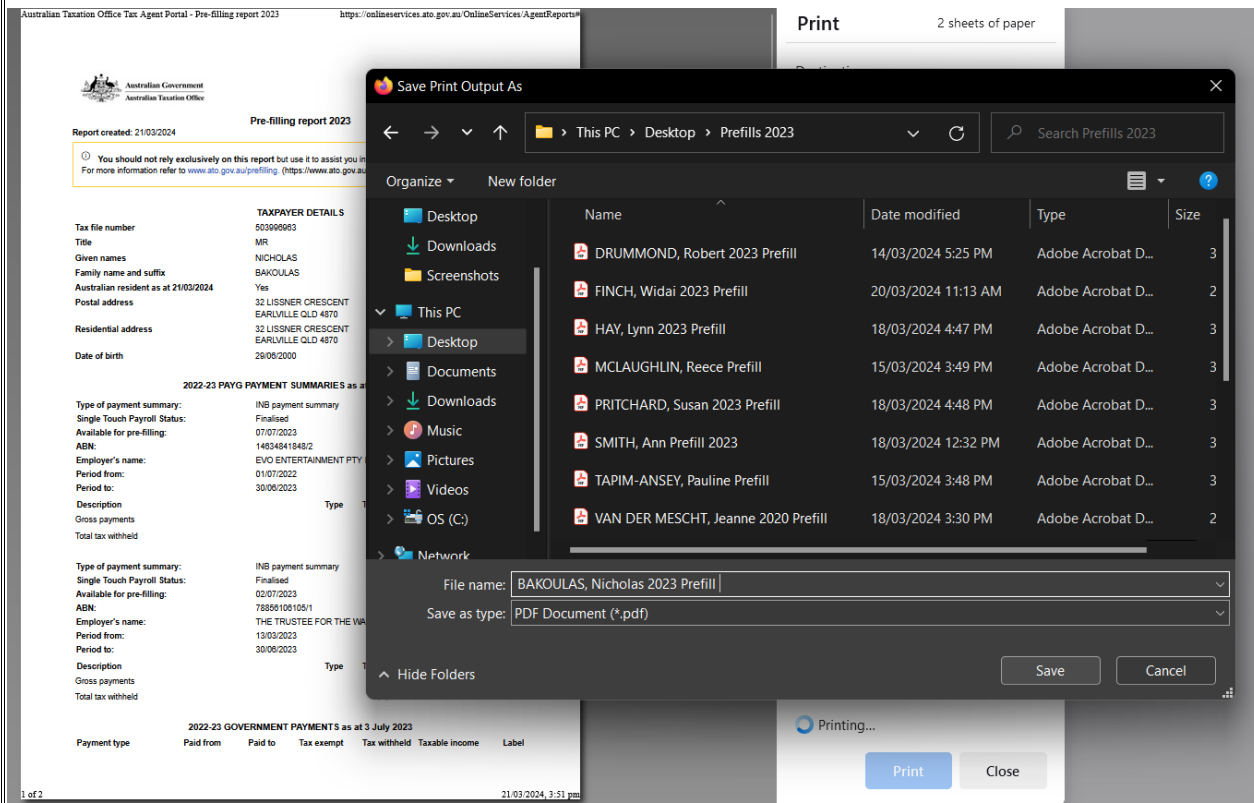
Report created: 21/03/2024

You should not rely exclusively on this report but use it to assist you in preparing your client's income tax return. For more information refer to www.ato.gov.au/prefiling.

Copyright © 2024
Streamline CA Pty Ltd T/A Ezytax Blue
ACN: 117 905 236
PO BOX 4711, CAIRNS QLD 4870



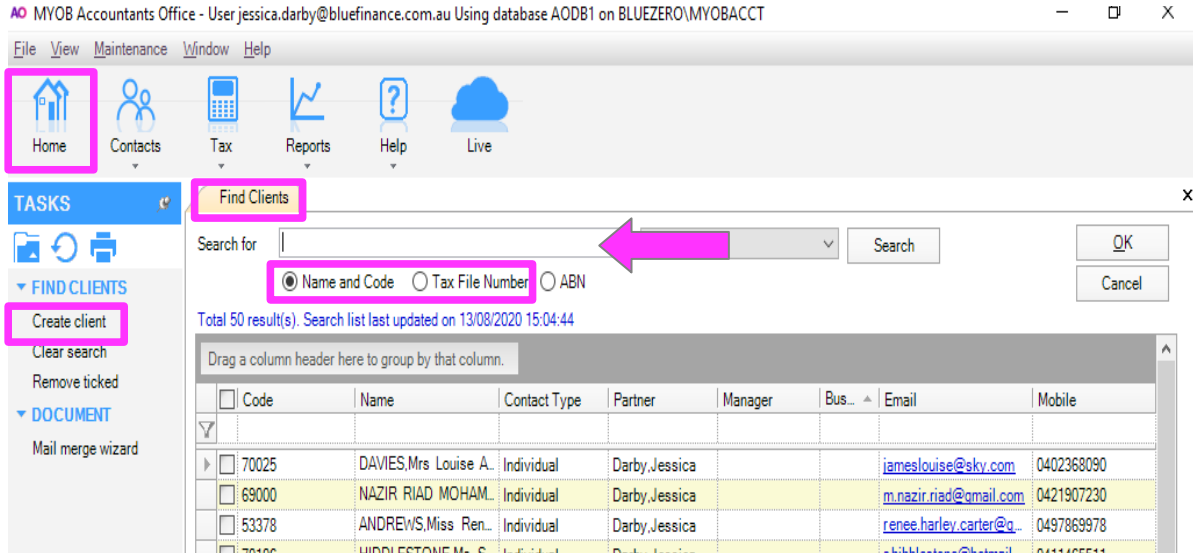
Click 'Prefill' folder > File name is 'LASTNAME, FirstName YEAR Prefill' > Click 'Save'.



Step 3. CREATE A CLIENT IN MYOB

Server Desktop > MYOB AO > LHS taskbar > click 'Create client' (for a NEW client);
OR

Server Desktop > MYOB AO > 'Home' > 'Find Clients' tab > 'Search for' > LASTNAME
or TFN (for EXISTING client)



NEW CLIENTS Main Details Page – Enter Client's information from their Prefill > click 'Finish'.

Create Client/Contact Wizard

Step 1 of 2 steps Client/Contact Details

Use this screen to enter your Client's personal details

Main Details Proof of Identity

Type Person Organisation

1 Contact Type Individual 9 Partner Jessica Darby

2 Code 92977 10 Office ECCQ01

3 Title Mr Department -UNSPECIFIED-

4 First Name Nicholas Family Group None

5 Middle Name

6 Last Name BAKOULAS

Salutation Nicholas

Suffix

Mailing Name Mr N BAKOULAS

Initials N

Addressee

Personal Detail

7 Gender Male 11 TFN 503996963

8 D.O.B 29/06/2000 ABN

Age 23 ACN

Contact Tax client

Cancel < Back Next > **Finish**

1. Contact Type – Individual, Partnership, Company, Trust. Almost always Individual.
2. Code – For BZ users (Cairns/Townsville) this can be found on the local laptop. For BO users (Brisbane/Gold coast) this can be found on the computer's SERVER desktop.

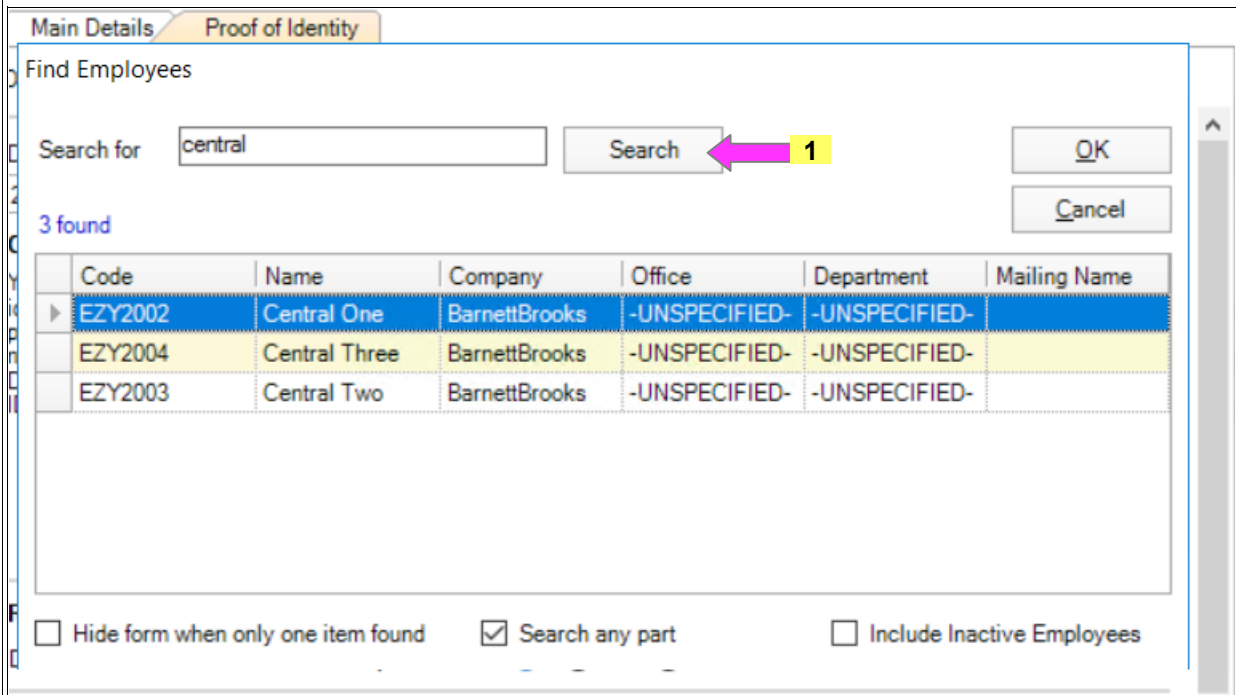
Each login has its own notepad document. This **MUST** be updated each time a code is used.

3. Title – Mr, Mrs, Miss, Ms, Dr – Ask the client.
4. First Name – Enter per Prefill.
5. Middle Name – Always enter middle name from Prefill.
6. Last Name – Copy and Paste directly from Prefill, must be capital letters. If Client has changed their name (eg marriage) it **MUST** be whatever the Prefill says. Client needs to contact ATO separately to change their name.
7. Gender
8. D.O.B – Enter per Prefill.
9. Partner – **ALWAYS** choose Jessica Darby/Barnett.
10. Office – ALWAYS choose the station you are on eg: Cairns Central 1 = ECCQ01.
11. TFN – Enter per Prefill/CIF.

PROOF OF IDENTIFY (POI) – REQUIREMENT FOR ALL NEW CLIENTS

Sight your client's identity documents. Cross check the details on the documents match those given by your client such as name, gender, address and DOB. You must sight the original copy of the identity document or a certified copy.

Note: If primary photographic ID has been provided, ensure the photo is a reasonable match to the person and is not expired.



Code	Name	Company	Office	Department	Mailing Name
EZY2002	Central One	BarnettBrooks	-UNSPECIFIED-	-UNSPECIFIED-	
EZY2004	Central Three	BarnettBrooks	-UNSPECIFIED-	-UNSPECIFIED-	
EZY2003	Central Two	BarnettBrooks	-UNSPECIFIED-	-UNSPECIFIED-	

1. Verified by staff member – Click on the three dots and search for your station. For example Central 1 = ECCQ01.

2. Primary Photo ID (1 form of ID) – The following identification is acceptable:

- A driver licence or permit from Australia or overseas, including a digital driver licence
- An Australian passport or foreign passport issued by a foreign government
- A government proof of age card issued in Australia
- A national identity card issued issued in Australia or by a foreign government.
- An ImmiCard provided by the Department of Home Affairs

Where no primary photo ID is not available, the client will need to prove **BOTH** a primary non-photographic ID and secondary ID.

3. Primary non-photographic ID – The following identification is acceptable:

- An Australian birth certificate or foreign birth certificate
- An Australian citizenship certificate or foreign citizenship certificate.
- A government issued concession card, such as a pensioner concession card, a health care card, or a senior's health care card.

4. Secondary ID – the following identification is acceptable:

- A notice from the ATO or other government agency, such as Centrelink, that contains the individual's name and residential address, issued in the past 12 months
- A municipal council rates notice or a utilities bill (such as a water, gas or electricity bill) that contains the individual's name and residential address, issued in the past three months
- A Medicare card
- For an individual aged under 18, a student card is acceptable
- Electoral roll details

If there is a person who is completing a tax return on behalf of the client (for example, deceased client), complete **Representative ID and authorisation** section.

You will need to check ID from the representative. ID checks are the same as physical clients that attend the booth.

5. You will need to complete **Authority to act** section after ID of the representative is checked. You will need to sight a certified or original copy of enduring power of attorney.

6. After you perform ID checks and selected what ID was checked, you will need to click whether you sighted these documents in person (booth) or electronically (email client)

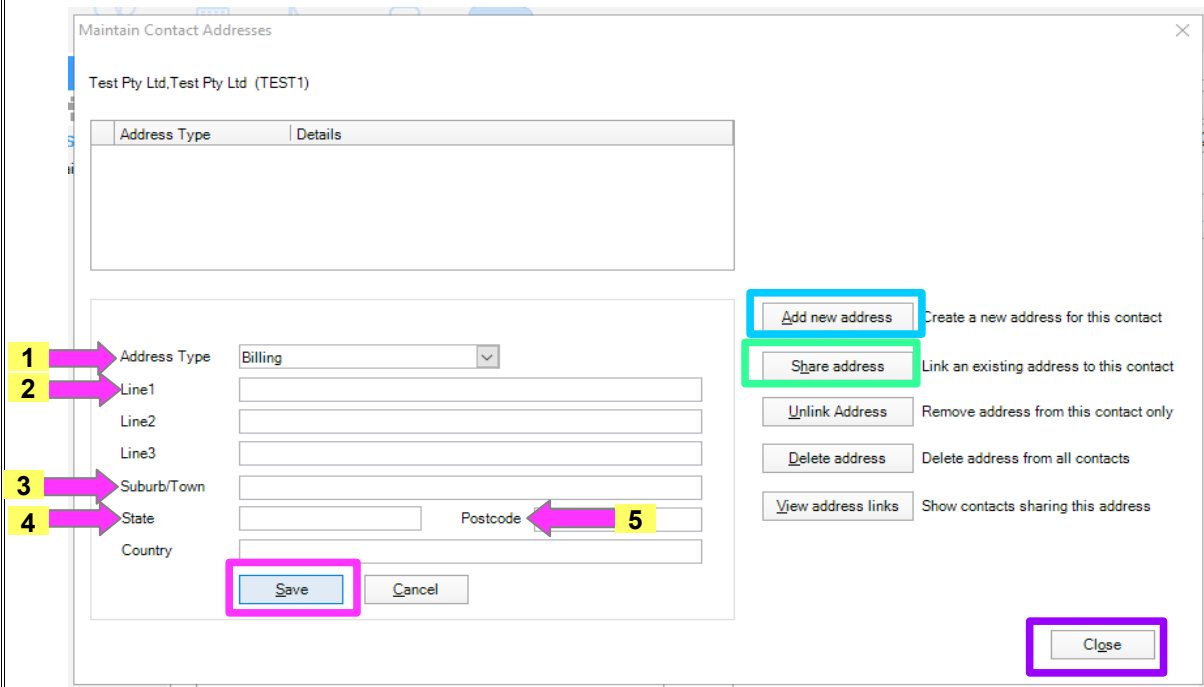
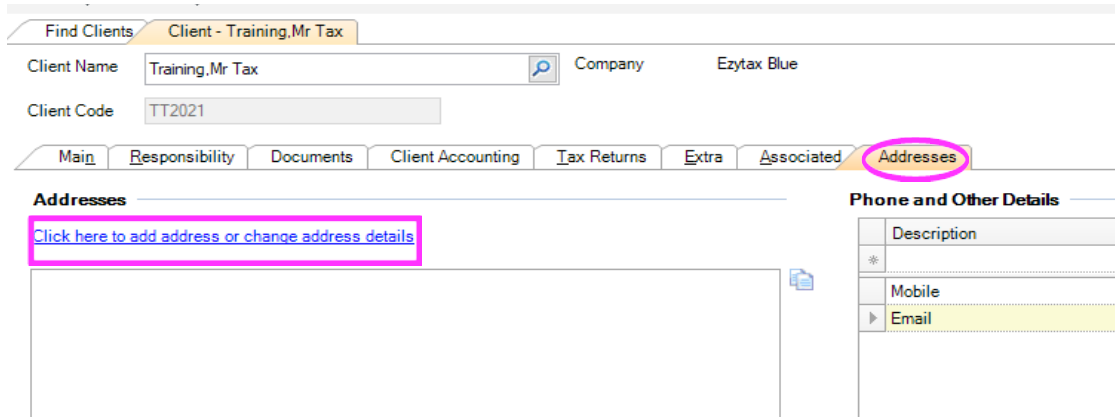
7. Finally, tick the box that the documents were clear and legible and there was no reason to question them. Click on Finish

The screenshot shows the 'Create Client/Contact Wizard' at 'Step 2 of 2 steps: Proof of Identity'. The form is titled 'Use this screen to record details from the proof of identity check.' and has two tabs: 'Main Details' and 'Proof of Identity'. Below the tabs, there are radio buttons for 'Do you need to verify your client's IDs?' with 'Yes' selected. The 'Identity' section has a description and a '2' callout pointing to the 'Primary photo ID' dropdown. The 'Primary photo ID' section has a '3' callout pointing to the dropdown and 'Original'/'Certified copy' radio buttons. The 'Primary non-photo ID' section has a '4' callout pointing to its dropdown and radio buttons. The 'Relationship' section has a '5' callout pointing to the 'Authority to act' dropdown. The 'Documents sighted' section has a '6' callout pointing to the 'In person' radio button. The 'Notes' section has a '7' callout pointing to the checkbox 'The documents were clear and legible and there was no reason to question them'. At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish', with 'Finish' highlighted in a red box.

EXISTING CLIENTS – Check details are still the same. Amend any details that have changed eg: email, phone, address.

ENTER/CHANGE ADDRESS:

Client Console > click '**Addresses**' tab > '**Click here to add address or change address details**'.



1. Address Type – click dropdown > Home Address > enter Client's Home Address per CIF > click '**Save**'.
2. Line 1 – Street Address. Enter it CORRECTLY! Units are entered as unit number/street number eg: Unit 1, 10 Spence Street = 1/10 Spence Street
3. Suburb/Town – Per CIF
4. State – **MUST** be in capitals eg: Queensland = QLD
5. Postcode – Ask the client if they have not written it on the CIF.

You **MUST** enter a postal address. If a Client has a PO Box, click '[Add new address](#)' and follow steps above.

Most people have one address. To **share** the Home Address to Postal Address > click '[Share address](#)' > click dropdown > select 'Postal' > click on the address to share from the options presented > click '**Select**', then '**Save**'. See image below.

Click '[Close](#)' to exit address details.

Select address to be linked

Training, Mr Tax (TT2021)

Address Type: Postal

Current address:

Select the address to be linked

Show addresses for contact: Training, Mr Tax

OR

Search for address by text: [] Search

Code	Name	Address Type	Address Details
▶ TT2021	Training, Tax	Home	322 Moggill Road Indooroopilly...

Select Cancel

ENTER/CHANGE PHONE AND EMAIL:

'Address' tab > RHS > '**Phone and Other Details**' > click in the white box below '**Description**' > choose relevant option (eg: Mobile, Email, Home) > enter details in '**Details**' box per CIF. If you cannot read the Client's handwriting – **ASK!**

Find Clients Client - Test Pty Ltd, Test Pty Ltd

Client Name Test Pty Ltd, Test Pty Ltd Company BarnettBrooks

Client Code TEST1

Main Responsibility Documents Client Accounting Tax Returns Extra Associated Addresses

Addresses

[Click here to add address or change address details](#)

Phone and Other Details

Description	Detail	Primary
		<input type="checkbox"/>

Phone and Other Details

Description	Detail	Primary
		<input type="checkbox"/>
Mobile	0412333444	<input checked="" type="checkbox"/>
Email	taxtraining@gmail.com	<input checked="" type="checkbox"/>

Step 4. STARTING A TAX RETURN

Click 'Tax Returns' tab > select the relevant tax year > double click to open the return.

Find Clients Client - Training, Mr Tax

Client Name Training, Mr Tax Company Ezytax Blue

Client Code TT2021

Main Responsibility Documents Client Accounting **Tax Returns** Extra Associated Addresses

Tax Returns

Drag a column header here to group by that column.

S	Tax Year	Form Type	From	To	Status	St
	2020	Individual	1/07/2019	30/06/2020	In progress	
	2019	Individual	1/07/2018	30/06/2019	In progress	
	2018	Individual	1/07/2017	30/06/2018	Not started	
	2017	Individual	1/07/2016	30/06/2017	Not started	
	2016	Individual	1/07/2015	30/06/2016	Not started	
	2015	Individual	1/07/2014	30/06/2015	Not started	
	2014	Individual	1/07/2013	30/06/2014	Not started	

Show all
 Hide activity statements
 Hide income returns

Step 5. FRONT COVER

Front cover Income Deductions & Losses Tax offsets Medicare Adj Credits Income tests Spouse details Busine

Individual tax return 2020

01/07/2019 to 30/06/2020

Your tax file number (TFN) Are you an Australian resident? **1**

See the Privacy note in the Taxpayer's declaration Have you included any attachments? N

Your name **2** Title Mr Surname or family name Training Suffix Given names Tax

Has any part of your name changed since last tax return lodged? N

Due to the Attorney General's Department's new Identity Proofing Standards, you may no longer request a change of name for an individual. Go to <https://www.ato.gov.au/updatedetails> or phone 13 28 61 to find out how to update your details.

Your postal address 322 Moggill Road

Use Client address? **3** Yes No Suburb or town Indooroopilly State QLD Postcode 4068

Has postal address changed since last tax return lodged? Y N Country - if not Australia Overseas Country

Your home address 322 Moggill Road

Suburb or town Indooroopilly State QLD Postcode 4068 Country - if not Australia

Front cover Income Deductions & Losses Tax offsets Medicare Adj Credits Income tests Spouse details Business items

Your mobile phone number ← 4

Your daytime phone number (if different from your mobile phone number above) Area Code Telephone number

Your email address ← 5

The required details are the taxpayer's and NOT the tax agent's.

Your contact details may be used by the ATO:

- * to advise you of tax return lodgment options
- * to correspond with you with regards to your taxation and superannuation affairs
- * to issue notices to you, or
- * to conduct research and marketing.

Your date of birth

If you were under 18 years of age on 30 June 2020 you must complete item A1 Final tax return

Electronic funds transfer (EFT)

If a refund is expected for this return you must provide financial institution details including BSB, Account number and Account name. If neither you nor your client has a bank account please phone the Tax Office on 13 72 86 (fast key code 1312) to obtain instructions so that you may lodge electronically.

Show the Account name exactly as it is shown on your Bank Statement, and do NOT show the account type, such as cheque, savings, mortgage offset, etc.

Select bank a/c details from: BSB number Account number ← 6

Account name

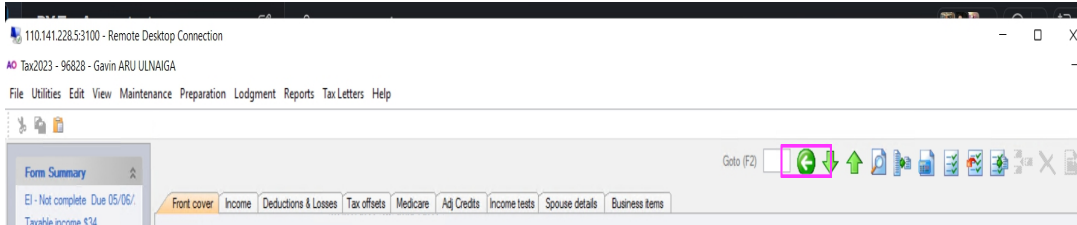
1. Residency – Change residency here if WHM or Non-resident.
2. Title – If you did NOT enter when you created the client you must enter now.
3. Use Client Address/Has Postal address changed – Enter Y at both boxes.
4. Your Mobile Phone Number – Enter telephone number. If client does not have a mobile phone, use home phone and enter at '**Your daytime phone number**'.
5. Your Email Address – Enter Client's email address. Faster to copy/paste from Address tab in Client Console.
6. Electronic Funds Transfer (EFT) – If Cash/EFT/CC enter Client's bank details EXACTLY how they have written it on CIF.

If Trust (FFR) – click '**Select bank a/c details from:**' and click '**A – Agent**'.

DO NOT ENTER CLIENT'S BANK DETAILS IF THEY ARE TRUST/FFR.

Step 6. USING AUTO PREFILL FUNCTION

Once the information for the front page is entered, click on the green arrow to exit the tax return



This will take you back to the tax returns tab on MYOB. Select the tax year that you would like to prefill. On the LHS -> Task -> Prefill functions -> click on **Download and Save**. Click **Yes** to download and save prefill. This should take a few seconds.

ASKS

- TAX RETURN
 - Create Return
 - Create Activity Stmt
 - Return Properties
 - Validate
 - Estimate
 - Preparation Schedules
 - Print Return
 - Print Schedule
 - Print Validation Report
 - Import Ledger Data
 - Amend
 - Delete Return
 - Lock/Unlock
- LODGMNT
 - Select for Lodgment
 - Update Status
 - Assessment Details
 - PLS Reports
 - PRE-FILL FUNCTIONS**
 - Download & Save**
 - Pre-fill into Tax
 - Pre-fill Manager

Client Name: ARU ULNAIGA, Mr Gavin | Company: BarnettBrooks
 Client Code: 96828

Tax Returns

S	Tax Year	From	To	Status	Status Date	Date Due	Date Lodged	Validation F.	Return Code
	2023	1/07/2022	30/06/2023	In progress		5/06/2024			96828
	2022	1/07/2021	30/06/2022	Lodged	21/08/2022	6/06/2023	21/08/2022	VALID_968	96828
	2021	1/07/2020	30/06/2021			7/06/2022	21/08/2022	VALID_968	96828
	2020	1/07/2019	30/06/2020			8/06/2021	21/08/2022	VALID_968	96828
	2019	1/07/2018	30/06/2019			5/06/2020	21/08/2022	VALID_968	96828
	2018	1/07/2017	30/06/2018				21/08/2022	VALID_968	96828
	2017	1/07/2016	30/06/2017						96828
	2016	1/07/2015	30/06/2016						96828
	2015	1/07/2014	30/06/2015						96828
	2014	1/07/2013	30/06/2014						96828
	2013	1/07/2012	30/06/2013	Not started					96828

Return Details

Name	Gavin ARU ULNAIGA	Return Required	Required	Taxable Income	\$0.00	Agent Code	Default Agent
Year	2023	Date Due	5/06/2024	Tax Estimate	\$0.00	Pre-fill Status	Ready to pre-fill
TFN	493 633 104	Date Completed		Date Assessment Rec'd		Pre-fill Report	Open
ABN		Date Lodged		Date Assessment Payable		Date Downloaded	27/03/2024
Partner	Jessica Darby	Current Status	In progress	Assessment Amount Payable	\$0.00	Date Pre-filled	
Manager		Status Date		PDF Password	96828		
Employee		DOB	27/12/1989	Completion Code			
Contact							

When prefill status on the bottom RHS says **“Ready to Prefill”** on the LHS -> Task -> Prefill functions -> click on **Prefill into Tax**.

ASKS

Find Clients Client - Branton, Ms Nicole Client - BRASSETT, Mr Phillip Maxwell Client - BAKOULAS, Mr Nicholas Client - DANIELS, Mr Tommy Client - ARU ULNAIGA, Mr Gavin

Client Name ARU ULNAIGA, Mr Gavin Company BarnettBrooks

Client Code 96828

Main Responsibility Documents Client Accounting Tax Returns Extra Associated Addresses Proof of Identity (POI)

Tax Returns

Drag a column header here to group by that column

S	Tax Year	From	To	Status	Status Date	Date Due	Date Lodged	Validation F.	Return Code
	2023	1/07/2022	30/06/2023	In progress		5/06/2024			96828
	2022	1/07/2021	30/06/2022	Lodged	21/08/2022	6/06/2023	21/08/2022	VALID_968	96828
	2021	1/07/2020	30/06/2021			7/06/2022	21/08/2022	VALID_968	96828
	2020	1/07/2019	30/06/2020			8/06/2021	21/08/2022	VALID_968	96828
	2019	1/07/2018	30/06/2019			5/06/2020	21/08/2022	VALID_968	96828
	2018	1/07/2017	30/06/2018				21/08/2022	VALID_968	96828
	2017	1/07/2016	30/06/2017						96828
	2016	1/07/2015	30/06/2016						96828
	2015	1/07/2014	30/06/2015						96828
	2014	1/07/2013	30/06/2014						96828
	2013	1/07/2012	30/06/2013	Not started					96828

● Show all ○ Hide activity statements ○ Hide income returns [Link to AO](#)

Return Details

Name	Gavin ARU ULNAIGA	Return Required	Required	Taxable Income	\$0.00	Agent Code	Default Agent
Year	2023	Date Due	5/06/2024	Tax Estimate	\$0.00	Pre-fill Status	Ready to pre-fill
TFN	493 633 104	Date Completed		Date Assessment Rec'd		Pre-fill Report	UB88
ABN		Date Lodged		Date Assessment Payable		Date Downloaded	27/03/2024
Partner	Jessica Darby	Current Status	In progress	Assessment Amount Payable	\$0.00	Date Pre-filled	
Manager		Status Date		PDF Password	96828		
Employee		DOB	27/12/1989	Completion Code			
Contact							

Click **Yes** to prefill the return. This should take a few seconds.

Once prefill status says Pre-fill complete, go to **'Tax Returns'** tab > select the relevant tax year > double click to open the return.

\$34.00	Agent Code	Default Agent
\$0.00	Pre-fill Status	Pre-fill complete
	Pre-fill Report	Open
	Date Downloaded	27/03/2024
\$0.00	Date Pre-filled	27/03/2024
96828		

Item 1 – SALARY OR WAGES

Ask Client what their job was. Click '**Income**' tab > Click '**Occupation code**' dots to search for an occupation. For Clients who have multiple jobs, enter the occupation code related to their main source of income.

Front cover **Income** Deductions & Losses Tax offsets Medicare Adj Credits Income tests Spouse details Business items

Income

1 Salary or Wages

Only show individual non-business PAYG summaries and/or PAYG payment summaries - foreign employment received from **AUSTRALIAN** employers

Occupation code

Your main salary and wage occupation

Payer's ABN	Tax withheld	Income	Type
<input type="text"/>	<input type="text"/>	C	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	D	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	E	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	F	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	G	<input type="checkbox"/>

(Press enter to open the Foreign employment income PS)

In the white box enter occupation (eg: Retail) > click '**Search**'.

Form Summary Goto (F2)

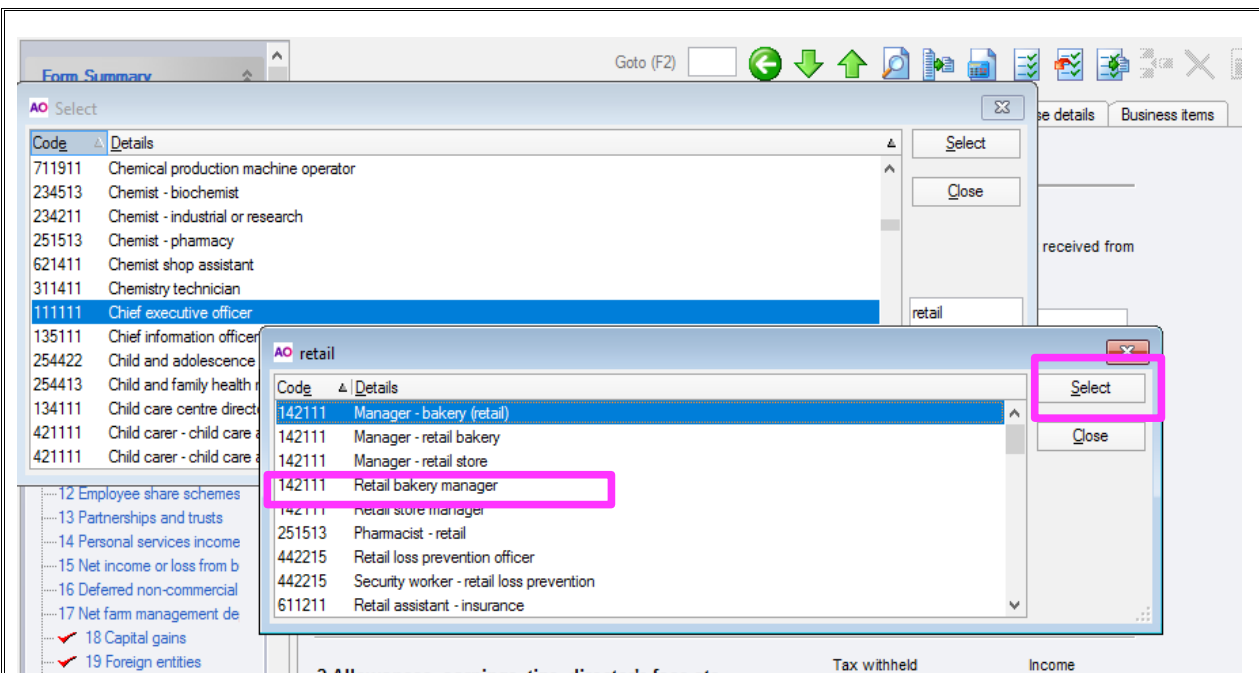
AO Select

Code	Details
711911	Chemical production machine operator
234513	Chemist - biochemist
234211	Chemist - industrial or research
251513	Chemist - pharmacy
621411	Chemist shop assistant
311411	Chemistry technician
111111	Chief executive officer
135111	Chief information officer
254422	Child and adolescence mental health nurse
254413	Child and family health nurse
134111	Child care centre director
421111	Child carer - child care aide
421111	Child carer - child care assistant

12 Employee share schemes
13 Partnerships and trusts

Search

Choose the occupation that matches the Client's job > click '**Select**'.



'Income' tab > click 'C' to open the 'Salary or Wages' schedule.

The screenshot shows the 'Income' tab in a software interface. The '1 Salary or Wages' section is visible, showing a table with columns for 'Tax withheld', 'Income', and 'Type'. The letter 'C' is highlighted in a pink box in the 'Tax withheld' column.

Payer's ABN	Tax withheld	Income	Type
	C		<input type="checkbox"/>
	D		<input type="checkbox"/>
	E		<input type="checkbox"/>
	F		<input type="checkbox"/>
	G		<input type="checkbox"/>

Automatic prefill should have generated tax withheld and gross income in the relevant boxes. You will need to **DOUBLE CHECK** the details prefilled in each PAYG schedule to check if that matches the client's prefill. Do NOT rely on prefill being accurate!

NOTE if details do not match prefill, you will need to delete the PAYG schedule and manually enter the PAYG details into myob.

Salary or Wages Payment Summary

Parental Leave Payments from Centrelink must be entered at item 1.

Foreign Payment Summaries

Enter foreign payment summaries in the Foreign employment income payment summary worksheet (fei).

Did you earn this income while you held a Working Holiday visa (subclass 417) or Work and Holiday visa (subclass 462)? ← **1**

Payer's ABN ← **2** Payer's WPN

	Tax withheld	Amount
DEPARTMENT OF HEALTH QLD ← 3	15304 ← 4	71873 ← 5
Allowances including commissions, director's fees, bonuses, tips or consultation fees etc. <input type="text"/>	<input type="text"/>	<input type="text"/> ← 6
Is the employer exempt from FBT under section 57A of the FBTA 1986? <input type="text" value="Y"/> ... ← 7		
Reportable fringe benefits - employer exempt from FBT <input type="text"/>		16999 ← 8
Reportable fringe benefits - employer not exempt from FBT <input type="text"/>		
Community Development Employment Project (CDEP) <input type="text"/>		
Salary or wages reportable employer superannuation contributions <input type="text"/>		3772 ← 9
Salary or wages lump sum A <input type="text"/>		<input type="text"/> ← 10
Salary or wages lump sum B <input type="text"/>		<input type="text"/> ← 11
Salary or wages lump sum D <input type="text"/>		<input type="text"/> ← 12
Salary or wages lump sum E <input type="text"/>		<input type="text"/> ← 13

- 1) Working Holiday Visa 417 or 462 – Check prefill details. If the client was on a WHM visa for the financial year, Y needs to be entered for all PAYGs. If the client was not on WHM visa it needs to be left blank.
- 2) Payer's ABN – Check prefill details **OR** Copy/Paste from Prefill
- 3) Payer's Name – Check prefill details **OR** Copy/Paste from Prefill
- 4) Tax Withheld – Check prefill details **OR** Enter Tax Withheld from Prefill.
- 5) Amount – Check prefill details **OR** Enter Gross Payment from Prefill. **DO NOT** get Gross Payment and Tax Withheld mixed up. **CHECK YOUR WORK!**

6) Allowances – Check prefill details **OR** Enter from Prefill. **DO NOT** leave this out.

CHECK YOUR WORK!

7) Exempt from FBT – Check prefill details **OR** Choose 'Y' or 'N' per Prefill.

8) Reportable Fringe Benefits (RFBA) – Check prefill details **OR** Enter per Prefill.

The correct box will be chosen based on #7 above.

9) Reportable Employer Super Contributions (RESC) – Check prefill details **OR** Enter per Prefill.

10) Lump Sum A – Check prefill details **OR** Enter per Prefill.

11) Lump Sum B – Check prefill details **OR** Enter per Prefill.

12) Lump Sum D – Check prefill details **OR** Enter per Prefill

13) Lump Sum E – Check prefill details **OR** Enter per Prefill. Must also complete #14 below

14) Salary or wages in arrears Lump Sum E – The client will need to give you a breakdown of the financial years that the employer was supposed to pay the client. If this information is not provided, the client's tax return could be held up by the ATO and refund will be delayed in returning. Enter per what the breakdown says. Alternatively, if the client cannot provide this information, warn them that the ATO can delay the processing of their tax return and if they are happy to proceed, enter the total Lump Sum E amount in the previous tax year eg. 2023 if you are doing 2024 tax return.

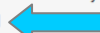
15)  – Press the '**Back-arrow**' to exit schedule.

CHECK YOUR WORK BEFORE EXITING!

See example of Prefill below. Prefill will have labels on the RHS that correspond to the Item number in MYOBAO.

Residential address	24 LYNETTE ST WOREE QLD 4868
Date of birth	17/04/1969

2022-23 PAYG PAYMENT SUMMARIES as at 6 July 2023

Type of payment summary:	INB payment summary
Single Touch Payroll Status:	Finalised 
Available for pre-filing:	06/07/2023
ABN:	2 66329169412/1
Employer's name:	3 DEPARTMENT OF HEALTH QLD (Type S)
Period from:	01/07/2022
Period to:	30/06/2023

Description	Type	Tax withheld	Income	Label
Gross payments 4			\$71,873.00	1
Total tax withheld 4		\$15,304.00		1
Reportable fringe benefits 7			\$16,999.00	IT1N
Is the employer exempt from FBT under section 57A of the FBTA 1986? 6	Yes			
Reportable employer superannuation contributions 8			\$3,772.00	IT2

2022-23 INTEREST INCOME as at 2 August 2023

Description	Gross	Apportioned	Label
TOTAL GROSS INTEREST	\$85.72	\$42.86	10L

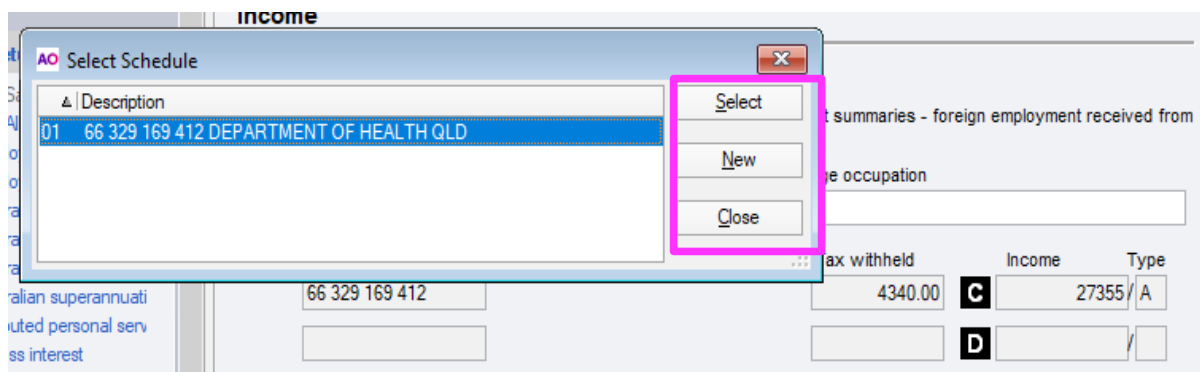
Note the Payment Summary says '**Finalised**' – this means the employer has finalised the information. If the Payment Summary says '**Unfinalised**' > warn the client > question them about the accuracy of the information > if client wishes to continue, warn them this information could change and therefore could change their refund. Make a note on MYOBAO notes. **NOTE** that Prefill function will not generate unfinalised PAYG summaries on MYOB. You will need to manually enter the PAYG.

To enter multiple PAYG summaries > click '**New**'. Then follow the same steps as above for each Payment Summary.

Click '**Select**' to open highlighted Payment Summary to amend/review.

Click '**Close**' to exit schedule.

CHECK YOUR WORK BEFORE EXITING!



Item 2 – ALLOWANCES, EARNINGS, TIPS, DIRECTOR'S FEES ETC

Item 2 is entered at Item 1 per Prefill.

Item 3 – EMPLOYER LUMP SUM PAYMENTS

Item 3 is entered at Item 1 per Prefill.

Item 4 – EMPLOYMENT TERMINATION PAYMENTS (ETP)

Automatic prefill should have generated tax withheld and gross income in the relevant boxes. CHECK the details match the client's prefill.

Click 'I' to open schedule.

4 Employment termination payments (ETP)

Date of payment **E**

Payer's ABN **F**

Tax withheld **I** / **CODE**

Employment Termination Payment Summary

To maximise the offset for the taxpayer, enter the excluded payment ETP first (Codes R and S), followed by the Non-excluded ETP (Codes O and P).
 Where there is more than one ETP the taxable amount from the first ETP will be carried forward automatically to the next ETP.
 Note that ETP Codes O and P relate to payments that are subject to the Whole of Income cap.

Amount of cap previously used (for estimate calculation purposes only)

Is this payment part of a payment made in an earlier income year? **1**

Amount of ETP paid in an earlier year for same termination

Amount of Transitional ETP paid in an earlier year

Amount of Death benefit ETP paid in an earlier year to a non-dependant

Note: ETPs made in the same financial year from different employers also reduce the available cap.

For Calculation of Estimate only:

Amount of ETP cap previously used (prior year plus current year Taxed elements)

Amount of Death benefit Cap paid in an earlier year to a non-dependant plus current year Taxed element

Payment details

Country

2 Date of payment

3 Tax withheld

4 Taxable component (For Death Benefit Dependents: Only include amounts over \$210,000)

5 Tax free component

CODE

CODE

Employment termination payment (ETP) **6**

Was the deceased a member of the Australian Defence Forces or Australian Police Force or Protective Services who died in the line of duty?

7 Payer's ABN

Payer's WPN

8 Payer's Name

For calculation of Tax on Taxable Income

These amounts are taxed at top marginal rates.

Excess over the Low rate cap

Excess over the Death Benefits cap

1. Is this payment part of a payment made in an earlier income year? - Enter '**N**'. #2-#5 will open up to be completed.
2. Date of payment – Check Prefill details **OR** Enter per Prefill.
3. Tax withheld – – Check Prefill details **OR** Enter per Prefill.
4. Taxable component – Check Prefill details **OR** Enter per Prefill.
5. Tax free component – – Check Prefill details **OR** Enter per Prefill.
6. Employment termination payment (ETP) – Check Prefill details **OR** Enter per Prefill. Click on the dots to view options.
7. Payer's ABN – Check Prefill details **OR** Enter per Prefill.
8. Payer's Name – – Check Prefill **OR** Enter per Prefill.

CHECK YOUR WORK BEFORE EXITING!

9.  – Press the '**Back-arrow**' to exit schedule.

To add multiple schedules, refer to the steps at Item 1.

Item 5 – AUSTRALIAN GOVERNMENT ALLOWANCES

See Centrelink Terminology for a list of various Centrelink payments.

Automatic prefill should have generated tax withheld and gross income in the relevant boxes. **CHECK** the details match the client's prefill.

Click on the black box to open schedule

5 Australian Government allowances and payments like Newstart, Youth Allowance, Jobseeker and Austudy payments

	Tax withheld	Income
Australian government allowance and payments	<input type="text"/>	<input type="text"/>
Community Development Employment Project payments	<input type="text"/>	<input type="text"/>
	A	<input type="text"/>

In the event that you have to manually enter Centerlink payments > type in 'Description' eg: JS/Jobseeker > enter any Tax Withheld > enter Gross Amount.

Date of birth	13/10/1985					
2022-23 GOVERNMENT PAYMENTS as at 3 July 2023						
Payment type	Paid from	Paid to	Tax exempt	Tax withheld	Taxable income	Label
JobSeeker Payment	19/08/2022	30/06/2023	\$0.00	\$0.00	\$14,607.00	5

Australian Government allowances and payments

Description	Tax Withheld	Gross Amount
JS	<input type="text"/>	14607
	<input type="text"/>	<input type="text"/>

CHECK YOUR WORK BEFORE EXITING!



Press the **'Back-arrow'** to exit schedule.

Item 6 – AUSTRALIAN GOVERNMENT PENSIONS

See Centrelink Terminology for a list of various Centrelink payments.

Automatic prefill should have generated tax withheld and gross income in the relevant boxes.

Check that the details generated matches the client's prefill.

In the event that you have to manually enter Centerlink payments , click on the 'B' > type in 'Description' eg: PPS/ Parenting Payment Single > enter any Tax Withheld > enter Gross Amount.

CHECK YOUR WORK BEFORE EXITING!

6 Australian Government pensions and allowances
You must complete item T1

Tax withheld **B** Income

Date of birth 19/11/1972

2022-23 GOVERNMENT PAYMENTS as at 3 July 2023

Payment type	Paid from	Paid to	Tax exempt	Tax withheld	Taxable income	Label
Parenting Payment Single	01/07/2022	30/06/2023	\$0.00	\$0.00	\$23,828.00	6

Australian Government pensions and allowances

Description	Tax Withheld	Gross Amount
PPS	<input type="text"/>	23828



Press the '**Back-arrow**' to exit schedule.

Item 7 – AUSTRALIAN SUPERANNUATION INCOME STREAM

Automatic prefill should have generated tax withheld and gross income in the relevant boxes.

In the event that you have to manually enter Click 'J' to open schedule > Enter details per Prefill/PAYG.

7 Australian annuities and superannuation income streams	Tax withheld	<input type="text"/>
Taxable component	Taxed element	J <input type="text"/>
	Untaxed element	N <input type="text"/>
Assessable amount from capped defined benefit income stream		M <input type="text"/>
Lump sum in arrears - taxable component	Taxed element	Y <input type="text"/>
	Untaxed element	Z <input type="text"/>

12 →

Australian superannuation income stream payment summaries

← 7

← 8

← 9

1 → Payer's name: SUNSUPER SUPERANNUATION FUND

2 → ABN: 98 503 137 921

Are you under 60 years of age and a death benefit dependant where the deceased died at 60 years or over? ← 3

4 → Payment period start: 17/02/2020 End date: 30/06/2020 ← 5

6 → Total tax withheld: 2840.00

Australian Annuities and Superannuation income streams - Before 60th birthday

	Current stream	All streams
Taxed element amount paid before 60th birthday	18790 ← 7	18790
Untaxed element	<input type="text"/> ← 8	<input type="text"/>
Tax-free element	<input type="text"/> ← 9	<input type="text"/>

[A Superannuation offset may be available. Complete item T2]

Lump sum in arrears - Taxable Component

	Current stream
Taxed element amount paid before 60th birthday	<input type="text"/>
Untaxed element	<input type="text"/>
Tax-free element	<input type="text"/>

Breakdown of the lump sum in arrears

Enter the lump sum in arrears amount for each year, to a maximum of 5 years

Year Amount

Superannuation income stream tax offset

Is this payment subject to defined benefit income cap rules?

N **10**

Tax offset as per payment summary

2819 **11**

Capped defined benefit income stream - After 60th birthday or reversionary

	Current stream	All streams
Taxed element amount paid at or after 60th birthday or other eligible defined benefit income stream received	<input type="text"/>	<input type="text"/>
Untaxed element	<input type="text"/>	<input type="text"/>
Tax-free element	<input type="text"/>	<input type="text"/>

Total (for Assessable amount calculation)

	Current stream	All streams
Total tax free and taxed element amount paid at or after 60th birthday	<input type="text"/>	<input type="text"/>
Defined benefit income cap	<input type="text"/>	<input type="text"/>
Assessable amount	<input type="text"/>	<input type="text"/>

Quick access to Australian annuities schedule?

Type of payment summary: Australian annuities and superannuation income stream (AASIS)
 (Original)
 Available for pre-filing: 20/08/2020

5/11/2021

ABN:	2	98503137921/1			
Payer's name:	1	SUNSUPER SUPERANNUATION FUND			
Period from:	4	17/02/2020			
Period to:	5	30/06/2020			
Description		Type	Tax withheld	Income	Label
Total tax withheld	6		\$2,840.00		7
Tax free component	9			\$6,209.00	
Tax offset amount	11			\$2,819.00	T2
Taxable component - taxed element	7			\$18,790.00	7J
Reversionary income stream indicator	10	No			

1. Payer's Name – Check Prefill Details **OR** Enter per Prefill.
2. ABN – Check Prefill Details **OR** Enter per Prefill.

3. Are you under 60 years of age? 'Y' or 'N' – check Client's date of birth. They must be under 60 as at 30th June 2020.

4. Payment Period Start – Check Prefill Details **OR** Enter per Prefill.

5. End Date – Check Prefill Details **OR** Enter per Prefill.

6. Total Tax Withheld – Check Prefill Details **OR** Enter per Prefill.

CHECK YOUR WORK!

7. Taxed Element Amount Paid Before 60th Birthday – Check Prefill Details **OR** Enter per Prefill. **Note** if the client is over 60, tax element amount is tax exempt and does not need to be included in the tax return **CHECK YOUR WORK!**

8. Untaxed Element – Check Prefill Details **OR** Enter per Prefill. **CHECK YOUR WORK!**

9. Tax-Free Element – Check Prefill Details **OR** Enter per Prefill. **CHECK YOUR WORK!**

10. Is This Payment Subject to Defined Benefit Income Cap Rules – 'Y' or 'N'. Check Prefill Details **OR** Enter per Prefill.

11. Tax Offset per Payment Summary – ***Refer to T2 calculator manual***

12.  Press the '**Back-arrow**' to exit schedule.

CHECK YOUR WORK BEFORE EXITING!

Item 8 – AUSTRALIAN SUPERANNUATION LUMP SUM PAYMENTS

Automatic prefill should have generated tax withheld and gross income in the relevant boxes.

In the event that you have to manually enter click '**Q**' to open schedule > Enter details per Prefill/PAYG.

8 Australian superannuation lump sum payments

Date of payment	<input type="text"/>	Tax withheld	<input type="text"/>	Q	Taxable component
Payer's ABN	<input type="text"/>	Type	<input type="text"/>	P	Untaxed element

Go to **9**

Australian Superannuation Lump Sum Payment

Information for Death Benefit payments:
The taxed and untaxed elements of a superannuation lump sum death benefit paid to a dependant of the deceased is not assessable not exempt income and should not be included in the taxpayer's tax return. If this is the case, please do not complete this schedule.

Amount of cap previously used

Did you receive a superannuation lump sum payment in a previous year for which you received a Superannuation lump sum tax offset? ... **1**
(If the payment is a Death Benefit answer No to this question)

Check or enter previously used amounts

Payment details

2 Payer's Name

3 Payer's ABN

4 Payment date

5 Tax withheld

6 Tax free component

7 Taxable component

7 Taxed element


8 Untaxed element

Is the payment subject to the Untaxed Plan cap?

If more than one Untaxed Plan, the number of this Plan

Is this payment a death benefit?

1. Did you receive a super lump sum payment in a previous year? 'Y' or 'N' – can check on prior year prefill or prior year tax return.
2. Payer's Name – Check Prefill Details **OR** Enter per Prefill.
3. Payer's ABN – Check Prefill Details **OR** Enter per Prefill.

4. Payment Date – Check Prefill Details **OR** Enter per Prefill.
5. Tax Withheld – Check Prefill Details **OR** Enter per Prefill. **CHECK YOUR WORK!**
6. Tax Free Component – Check Prefill Details **OR** Enter per Prefill.
7. Taxed Element – Check Prefill Details **OR** Enter per Prefill. **CHECK YOUR WORK!**
8. Untaxed Element – Check Prefill Details **OR** Enter per Prefill.
9.  Press the '**Back-arrow**' to exit schedule.

Type of payment summary:	Superannuation lump sum payment summary (Original)			
Available for pre-filling:	20/08/2020			
ABN:	3	98503137921/1		
Payer's name:	2	SUNSUPER SUPERANNUATION FUND		
Date of payment:	4	03/02/2020		
Description	Type	Tax withheld	Income	Label
Total tax withheld 5		\$4,132.00		8
Taxable component - taxed element 7			\$18,783.00	8Q
Tax free component 6			\$6,216.00	
Death benefit	1	No		

Item 10 – GROSS INTEREST

Interest from Australian Bank Accounts will *usually* appear on prefills (as shown below).
 A summary of the interest from all accounts is shown above the individual bank accounts on prefill. **ALWAYS** ask Client if they have any other accounts that earn interest.










10 Gross interest

Gross interest: **L**

Tax file number amounts withheld from gross interest: **M**

Automatic prefill should have generated tax withheld and gross income in the relevant boxes.

In the event that you have to manually enter click 'L' to open the interest schedule > Enter amounts in accordance with the Prefill.

Goto (F2) **5**          **4**

Interest Income

Country of residence is not required if an Australian resident for the full year.

Financial institution and Account Number	TFN withholding	Interest
CBA 1	Gross 6.00	22.32 3
Number of account holders 1	Your share 6.00	22.32
Country of residence when interest was paid or credited	Share account? N	

2

Financial institution and Account Number	TFN withholding	Interest
	Gross	
Number of account holders	Your share	
Country of residence when interest was paid or credited	Share account? N	

2019-20 INTEREST INCOME as at 10 July 2020

Description	Gross	Apportioned 3	Label
TOTAL GROSS INTEREST	\$22.32	\$22.32	10L
TOTAL TFN AMOUNTS WITHHELD FROM GROSS INTEREST	\$6.00	\$6.00	10M

Company name: **1** COMMONWEALTH BANK OF AUSTRALIA

Available for pre-filling: 10/07/2020

Account number: 417810733728

Account name: LAKSHMI SAILJA YATAVAKILLA

Investment owners: **2** 1

Description	Gross	Apportioned
Gross interest	\$22.32	\$22.32
TFN amounts withheld from gross interest	\$6.00	\$6.00

1. Financial Institution and Account Number – Enter the name of the bank. You do not need to enter account number. Check Prefill Details

2. Number of Account Holder – Check Prefill Details or Enter per Prefill.
3. TFN Withholding & Gross Interest – Check Prefill Details Enter per the '**Apportioned**' column on Prefill or enter per bank statement. Make sure you enter cents in the schedule. **CHECK YOUR WORK!**
4. To add another box for multiple bank accounts, click the '**Insert**' button. OR top taskbar > '**Edit**' > '**Insert**'.
5. Press the '**Back-arrow**' to exit schedule.

Step 6. PRIVATE HEALTH INSURANCE DETAILS

In most cases where a client has private health insurance (PHI), the prefill will provide PHI details. The below screenshot shows an example of a PHI summary. The key information is highlighted by **yellow boxes**. If the client DOES NOT have PHI you can skip this section, HOWEVER, **you must still enter** the number of dependent children at M1. If zero, enter 0.

2019-20 MEDICARE LEVY SURCHARGE as at 6 July 2020

- The start and end date is the period your client had private patient hospital cover. In calculating the number of days covered you first need to check if all of their dependants, including their spouse, also had an appropriate level of private patient hospital cover for the income year. This information will then be used to determine your client's [Medicare levy surcharge \(https://www.ato.gov.au/prefillMLS\)](https://www.ato.gov.au/prefillMLS) liability.

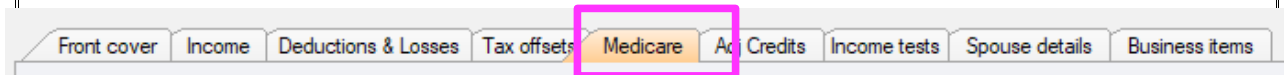
Health insurer ID	Health insurer name	Membership number	Start date	End date
BUP	BUPA	88634704	01/07/2019	30/06/2020

2019-20 PRIVATE HEALTH INSURANCE POLICY DETAILS as at 6 July 2020

- From 1 July 2019, health insurers are no longer required to send a private health insurance statement to their clients, unless their client requests one. For more information, go to [Your Private Health Insurance Statement. \(https://www.ato.gov.au/prefillPHIS\)](https://www.ato.gov.au/prefillPHIS)

Health insurer ID	Health insurer name	Membership number	Your premiums eligible for Australian Government rebate	Your Australian Government rebate received	Benefit code
BUP	BUPA	88634704	\$767.00	\$257.00	41
BUP	BUPA	88634704	\$2,302.00	\$770.00	40

To begin, **locate** the Medicare tab, as shown below.



At **M1 (Y)**, enter the number of dependent children per the **CIF**. If zero, enter 0.

Medicare

M1 Medicare levy reduction or exemption
If you had a spouse during 2019-20 you must also complete Spouse details-married or de facto at item SD

Reduction based on family income

Number of dependent children and students **Y**

Exemption categories

Full 2.0% levy exemption - number of days **V**

Half 2.0% levy exemption - number of days **W**

When your client DOES have PHI, change the 'N' to 'Y' at **M2 (E)**. Then **click 'E'** to open

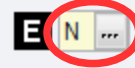
PHI details form.

M2 Medicare levy surcharge (MLS)

THIS ITEM IS COMPULSORY

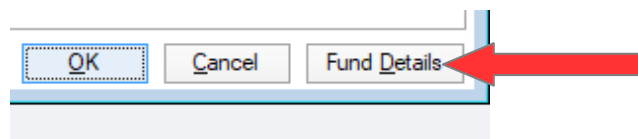
If you do not complete this question you may be charged the full Medicare levy surcharge.

For the **whole** period 1 July 2019 to 30 June 2020, were **you** and **your** dependants (including your spouse) - if you had any - covered by private patient HOSPITAL cover?



If Yes, you must complete Private Health insurance policy details.

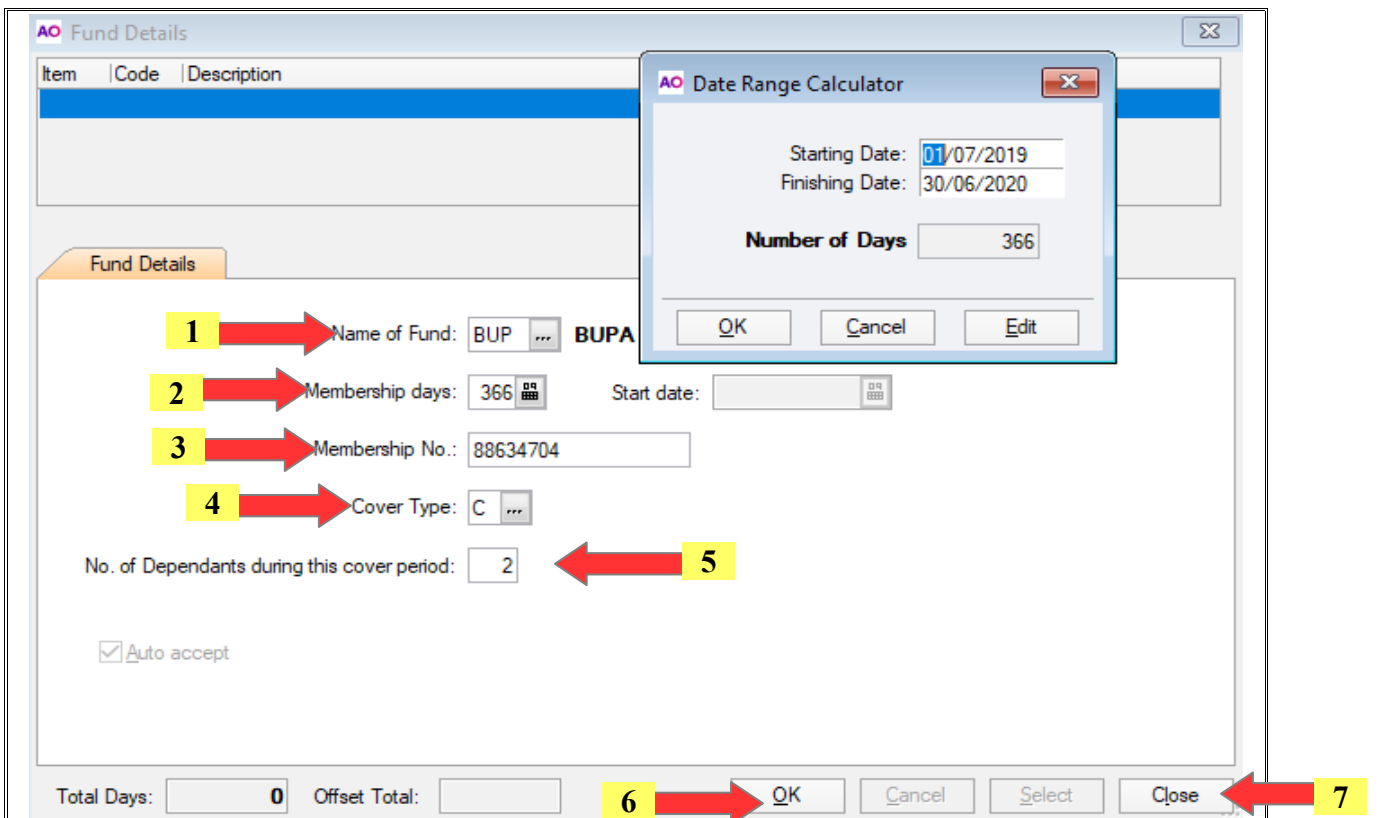
Click '**Fund Details**' at bottom RHS.



Enter as per the steps below (also shown by numbered arrows):

1. At name of fund, enter 'Health Insurer ID' →
2. At membership days, click the three dots and enter date range, per prefill. →
3. At membership no., enter membership # per prefill →
4. At cover type, click three dots and select relevant type.
5. At No. of dependents, enter per prefill.
6. Click 'OK'.
7. Click 'Close'.

Health insurer ID	BUP		
Start date	01/07/2019	End date	30/06/2020
Membership number	88634704		



M2 will now show **how many days** your client was (1) in a health fund for the relevant financial year and therefore, (2) not liable for Medicare Levy Surcharge (MLS).

M2 Medicare levy surcharge (MLS)

THIS ITEM IS COMPULSORY

If you do not complete this question you may be charged the full Medicare levy surcharge.

For the whole period 1 July 2019 to 30 June 2020, were you and your dependants (including your spouse) - if you had any - covered by private patient HOSPITAL cover?

E Y ...

If Yes, you must complete Private Health insurance policy details.

For calculation of estimate only	Days exempt from Medicare	<input type="checkbox"/>
	Days under MLS threshold	<input type="checkbox"/>
	Days in fund	366
	Days otherwise not liable	0
	Less: Days exemptions overlap or are otherwise n/a	0

Number of days **NOT** liable for surcharge **A** 366
Maximum number of days for 2020 is 366

Number of dependent children **D** 0

If you had a spouse, you must complete Private Health insurance policy details.

For Part Year Spouse only	Number of days you had a spouse	<input type="checkbox"/>
	No. of children remaining with taxpayer	0

If the client has dependent children entered at M1, YOU MUST also enter at M2 (D)

Scroll to bottom of page to enter final PHI details.

Type 'Y' into box to open form.

(H) Private health insurance policy details

You must provide the details of the policy (or policies) by referring to your private health insurance statement(s).

If the premiums for your 2019-20 policy were paid in a previous financial year, for a correct estimate key a zero at Label J and K to avoid a reduced rebate

Press Enter to open the Private health insurance details (schedule phi)

...

Automatic prefill should have generated rebate information automatically

The following info is to be obtained from the prefill and entered as per below. NOTE:

- To select relevant tax claim code, **click the three dots** to see descriptions. NOTE you will select tax claim code as automatic prefill will not have this information prefilled
- The benefit code at **Label L** must be entered in **sequential order** i.e. 40, 41 or 30, 31.

Health insurer ID **B** BUP ...

Membership number **C** 88634704

TAXPAYER

Period 1 - 01/07/2019 to 31/03/2020

Your premiums eligible for Australian Government rebate **J** 2302

Benefit code **L** 40 ...

Your Australian Government rebate received **K** 770

Tax claim code **C** ...
(Read the tax return instructions)

Period 2 - 01/04/2020 to 30/06/2020

Your premiums eligible for Australian Government rebate **J** 767

Benefit code **L** 41 ...

Your Australian Government rebate received **K** 257

Tax claim code **C** ...
(Read the tax return instructions)

Are you claiming for your spouse and have you received your spouse's agreement? **N** ...

Once entered, **click 'OK'**, then **click 'Close'**.

Step 7. ENTER SPOUSE DETAILS

If your client **DOES NOT** have a spouse, **skip** this step. **Locate 'Spouse details'** tab.

Front cover

Income

Deductions & Losses

Tax offsets

Medicare

Adj Credits

Income tests

Spouse details

Business items

Click 'K' to open schedule.

Spouse Details

(SD) Spouse details - married or de facto

If you had a spouse during 2019-20, you must complete Spouse details married or de facto. This information is needed for a correct estimate of tax payable/refundable.

If you had more than one spouse during 2019-20 enter the name of your spouse on 30 June 2020 or your last spouse.

Your spouse's date of birth (press F10 to select spouse's return) Your spouse's gender

Surname or family name

Given names

Per the screenshot (right), **enter** spouse details per CIF and **ask** client regarding queries:

1. Spouse an AU resident? *Y or N?*
2. Spouse DOB? *Enter.*
3. Spouse for full year? *Enter.*
4. Click 'Income' tab.

Details

Income **4**

Spouse's name:

1 Spouse an Australian resident?:

2 Spouse DOB: Date

3 Spouse for full year

To enter income, either **ask Client** to confirm their spouse's income **or** if the spouse is a client, you can locate their MYOB file. **Enter income** (at label 5) and **tick 'Spouse income reviewed'** (label 6 below). If the spouse has received FBT or reportable superannuation contributions, you will need to enter these figures separately under income details. You will get this information from the Spouse's tax return on MYOB, under **Income Tests** information.

Details Income

Income

6 Spouse income reviewed
V281 requires all labels to be non-null. Tick the box to indicate that you have checked that no spouse income exists for any of the below blank labels.

Taxable Income - less assess. FHSS (Label O):	76500	5
Sec98 distributions from trusts not incl in taxable income (Label T):	0	
Distributions on which FTD tax has been paid (Label U):	0	
Employers exempt from FBT under section 57A of the FBTA 1986 (Label R):	0	
Employers not exempt from FBT under section 57A of the FBTA 1986 (Label S):	0	Code:

Once entered, **click 'OK'**. Enter spouse first and last **name** and **select gender**.

Step 8. ADJUSTING CREDITS

The most common type of adjusting credits that must be entered for our clients are some form of *studying and training loan repayments*. **This includes**, but is not limited to, **HECS/HELP** debt, **TSL** and **SSL**.

The below example shows how these are shown on a prefill.

2019-20 ATO DATA

Income Contingent Loan Debts

The repayable debt pre-filled may be different to amounts shown in the client's statement of account. Compulsory repayments are calculated using the pre-filled repayable debt amount.

- The **repayable HELP debt** as at 6 July 2020 is **\$22,677.64**.

Simply, **enter** the amount in the *relevant* part of the adjusting credits tab (Note: *Whole dollar amounts only*). If your client has some form of study debt, MYOB will **automatically** calculate their repayment for the relevant financial year. This amount is a percentage of their adjusted taxable income. For a 2024 return, the income threshold is for repaying HELP/HECS is \$ 51,550. Clients who earn over this threshold **WILL** be required to **repay part** of their debt. The repayment amount and repayment rate (%) can

be found on the tax return estimate, towards the bottom of the page. See threshold and repayment rates at: <https://www.ato.gov.au/Rates/HELP,-TSL-and-SFSS-repayment-thresholds-and-rates/>.

Study and training loan repayment	
Higher Education Loan Program (HELP)	22677
VET Student loan (VSL)	
Student Financial Supplement Scheme (SFSS)	
Student Start-up Loan (SSL)	
ABSTUDY Student Start-up Loan (ABSTUDY SSL)	
Trade Support Loan (TSL)	

Step 9. DEDUCTIONS

Deductions are a critical section of the tax return. Deductions are *typically* work-related expenses that can be claimed to reduce our clients assessable income, thereby **reducing the amount of tax** the client must pay. Deductions are arguably our biggest value-add. Our knowledge of what deductions our client can claim, should ensure we achieve the best possible result for our clients – the highest return, or lowest payable, possible.

TIP: Each prefill shows the deduction amounts claimed at each section from the previous year, this provides a rough indication of what your client may look to claim.

NOTE: To claim a deduction, the claim **MUST HAVE** actually **incurred** the expense and not have been reimbursed by their employer. For assistance with what you can/cannot claim, see deduction expense questions or visit

<https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/>.

Locate the 'Deductions & Losses' tab.

Front cover Income **Deductions & Losses** Tax offsets Medicare Adj Credits Income tests Spouse details Business items

D1. MOTOR VEHICLE EXPENSES

Regular travel from home to work, and work to home CANNOT be claimed, regardless of mode (car, bus, uber, train etc.) Travel to work can be claimed for travel to irregular/uncommon places of work.

16) For example (#1), a banker may work in Brisbane City, however be required to travel to Sanctuary Cove for a 3-day work conference. They travel to the conference in their own car and each leg is 120km. This client is entitled to a deduction for their travel. You would use the c/km method.

17) Claim: *c/km*, 120km x 6 trips (3 round-trips) = 720km * 85c = \$612 deduction.

Follow below steps to correctly enter above example.

1. Enter 'MV' at make and model.
2. Enter reason at Details. *Enter 'travel to conference'*.
3. Enter distance travelled on RHS at 'kilometers travelled'. *Enter \$612*.

Motor Vehicle Expenses Worksheet

Vehicle details

Make and model ← **1**
Date purchased Registration number
Year purchased DCL

01 Cents per kilometre method (up to 5000 business km) - S

Cents per kilometre

Details	Kilometres travelled
<input type="text" value="travel to PD/conference"/> ← 2	<input type="text" value="720"/>
Total (claim limited to 5000 km)	<input type="text" value="720"/>

Some occupations/employers require their employees to travel on an **itenarant basis**. This means that they **travel in their own vehicle** to different places regularly as part of their employment. If it is a work car, they cannot claim travel as their work is paying for their travel. Most commonly, this includes clients who are community support officers and take patients/clients to appointments, outings, choirs etc. It is very rare that these people will keep a proper log book record, even though they travel well in excess of the 5000km c/km limit. Without a log book, you can **ONLY** claim 5000km under the c/km record.

D3. UNIFORM AND LAUNDRY EXPENSES

This sections allows employees to claim expenses relating to their uniforms. This **includes** (1) protective clothing, (2) uniforms, (3) occupation-specific clothing and (4) laundry/dry-cleaning expenses. Effectively, the item of clothing **MUST** be **distinctive** and **identify you** as an employee of your employer (Woolworths t-shirt or polo, hi-vis vest or steel-cap boots). You can claim the cost of repairing or amending such clothing. You cannot claim the cost of plain clothes (business attire, casual clothing, Lorna Jane Active-wear etc.). With claiming laundry, only claim up to \$150 for a full year of work, apportion appropriately if worked for less than a full year.

Click 'C' to open the schedule at D3.

Ask questions about their work clothing and enter type (C, P or S) on LHS and the dollar amount on RHS. *FOR EXAMPLE:* full year of laundry expenses → **C, \$140**; JB Hi-Fi polo shirt → **C, \$45**; Steel-cap boots for working in warehouse → **P, \$99**.

D3 Work-related clothing, laundry and dry cleaning expenses

Claim	Type	Amount
<input type="text" value="C"/>	<input type="text" value="Compulsory work uniform"/>	<input type="text" value="140.00"/>
<input type="text" value="C"/>	<input type="text" value="Compulsory work uniform"/>	<input type="text" value="45.00"/>
<input type="text" value="P"/>	<input type="text" value="Protective clothing"/>	<input type="text" value="99.00"/>
D3 total		<input type="text" value="284.00"/>

D3. SELF-EDUCATION EXPENSES

Goto (F2)

Work-Related Self-Education Expenses

Self education reason: maintains or improves a skill or specific knowledge

Expenses deductible under s8(1) ITAA 97 (s51 ITAA 36)

A - Car expenses (Log book method)

Make and model	Business %	Business % depreciation	Business % amount excl depr & repairs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A - Other

Description	Amount
<input type="text" value="Tuition Fees"/>	<input type="text" value="575.00"/>
<input type="text" value="Stationary"/>	<input type="text" value="125.95"/>
Total:	<input type="text" value="700.95"/>

Expenses deductible under specific provisions of the Act

D - Car expenses (cents per km method)

Make and model	Business km travelled	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

C - Repair expenses

Description	Amount
<input type="text" value="Laptop"/>	<input type="text" value="25.00"/>
Repair expenses from motor vehicle worksheet (mve)	

Goto (F2)

Total:

Ancilliary expenses not deductible 4

E - Non-deductible expenses

Description	Amount
Laptop Purchase <input style="width: 200px;" type="text"/>	1500.00
Total:	1500.00

Total of all expenses	2225.95
Less s82A reduction	250
Maximum claim allowed for s8(1) deductions	1975.95
<hr/>	
s8(1) deductions allowed	700.95
Deductions allowed under other provisions of the act	25.00
<hr/>	
B - Decline in value	
Deductions from depreciation worksheet	
Description	Amount
<input style="width: 200px;" type="text"/>	<input style="width: 80px;" type="text"/>
Deductions from motor vehicle worksheet (mve)	
	<input style="width: 80px;" type="text"/>
Total Self-education expenses	725.95

1. Self-education Reason – Choose the most relevant code
2. A - Other – Enter per client receipts
3. C - Repairs – Enter per client receipts
4. E - Non-deductible expenses – Enter per client receipts
5. Motor Vehicle – Enter at D1 and link schedule to D3

D5. OTHER WORK-RELATED EXPENSES

The most common expense/deduction category is D5 Other work-related expenses.

This section is the area where we can **maximise** our clients return, as it includes **general expenses** such as mobile phone use, internet use, working from home, stationary, professional registration fees, subscriptions etc.

To open D5, **click 'E'**.

Deductions	
D1 Work-related car expenses	A <input type="text"/>
D2 Work-related travel expenses	B <input type="text"/>
D3 Work-related clothing, laundry and dry cleaning expenses	C <input type="text"/>
D4 Work-related self-education expenses	D <input type="text"/>
D5 Other work-related expenses	E <input type="text"/>
D6 Low value pool deduction	K <input type="text"/>
D7 Interest deductions	I <input type="text"/>
D8 Dividend deductions	H <input type="text"/>
D9 Gifts or donations	J <input type="text"/>
D10 Cost of managing tax affairs	Interest charged by the ATO N <input type="text"/>
	Litigation costs L <input type="text"/>
	Other expenses incurred in managing your tax affairs M <input type="text"/>

This will open the below schedule. **Enter a description** of the expense on the LHS, and **enter the amount** of the incurred expense on the RHS. For the purpose of review, be sure to **add detail** when appropriate i.e. Phone → \$30/month plan, apportioned at 25% work use over 11 months. ALSO: do not claim rounded amounts (i.e. \$50, \$100, \$200) unless stated by the receipt. i.e. client says about \$50, claim \$49. This will avoid unnecessary flagging by the ATO.

Other Work Related Expenses

Description	Amount
Phone \$30*25%*11mths	90.00
AHPRA Registration	175.00
Blue Card	92.30
CPR and First Aid	66.00
WFH 12wks*30 hrs*52c	187.20
Stationary	59.00

D9. GIFTS OR DONATIONS

You can claim **certain** charitable donations. To determine whether a donation has been made to an eligible deductible gift recipient (DGR) (this *means* the donation can be claimed), go to the **ABN lookup** at <https://abr.business.gov.au/> and follow the steps below:

1. Use search engine

Search by ABN, ACN or name:

2. Find correct search result and click on 'Australian Business Number' (ABN).

Search results - active ABNs and names

Active ABNs All ABNs Pdf

Your search for **breast cancer** found 89 matches. Current names with active ABNs are listed below sorted by relevance. Use [All ABNs](#) tab to list can an ABN or [refine your search](#)


Matching names		
ABN	Name	Type
86 248 830 078 ● Active	Australian Breast Cancer	Business Name
27 751 442 204	BOUNTING FOR BREAST CANCER INCORPORATED Streamline CA Pty Ltd T/A Ezytax Blue ACN: 117 905 236 PO BOX 4711, CAIRNS QLD 4870	Entity Name

3. Scroll down page to 'DGR' and view status and date.

Deductible gift recipient status

THE HOSPITAL RESEARCH FOUNDATION INCORPORATED is endorsed as a Deductible Gift Recipient (DGR) from **01 Jul 2000**. It is covered by the Tax Assessment Act 1997.

4. If the ABN is not a DGR, the status will show as per below:

 **Deductible gift recipient status**

Not entitled to receive tax deductible gifts

5. In MYOB, open **D9** schedule by clicking '**J**'. Enter Name or ABN as description and amount donated.

Gifts and Donations

Description	Amount
86 248 830 078	220.00

D10. COST OF MANAGING TAX AFFAIRS

Clients can claim the cost of managing their prior year tax return, as well as related expenses such as bookkeeping and the completion of BAS's. These amounts are to be claimed at **D10 (M)**.

Click 'M' at D10 to open schedule.

Scroll down the page to '*Other expenses incurred in managing your tax affairs*'. **Enter the relevant description** i.e. previous year (PY) income tax return (ITR) on **LHS** and **amount on RHS**. **Click** the green back-arrow to exit.

Other expenses incurred in managing your tax affairs

Description

Amount

PY ITR

69.00

If client is doing multiple years eg: 2020 and 2021 – do NOT claim an amount at D10 for 2021 as they did not pay for it in the 2021 FY. It will be claimed in 2022.

D12. PERSONAL SUPERANNUATION CONTRIBUTION

Your notice of intent to claim a tax deduction



Central Plaza Three
70 Eagle Street Brisbane
GPO Box 200 Brisbane Qld 4001
P 1300 360 750
F 1300 241 602
W qsuper.qld.gov.au

Ms Janice Windolf
2 Beta Street
STAFFORD HEIGHTS QLD 4053

14 October 2020

Dear Janice,

Your notice of intent to claim a tax deduction

We recently received your notice of intent to claim a tax deduction for your personal contributions made in the 2019/2020 financial year. A review of your account identified that incorrect investment units were quoted in your confirmation letter. As such, we have corrected this and now provide an updated confirmation of your account changes. Please note that your account balance has not been negatively impacted as a result of this correction.

You intend to claim a tax deduction on: \$15,670.00

We have deducted \$2,350.50 in contributions tax from your account as follows:

Investment option	Tax deduction amount	Investment units	Unit price date
QSuper Lifetime –Sustain 1	\$2,350.50	605.17508	25/09/2020

Please disregard the letter sent to you previously and retain this letter as proof of receipt of the tax deduction. We apologise for the inconvenience.

If you have any questions about the information in this letter, please visit qsuper.qld.gov.au or

Goto (F2)

Personal superannuation contributions 2020

Did you provide your fund (including a retirement savings accounts) with a notice of intent to claim a deduction for personal superannuation contributions, and receive an acknowledgment from your fund? **1**

Full superannuation fund name **2**

Superannuation account number

Fund Australian business number **3**

Date of last eligible contribution **4**

Fund tax file number

Superannuation deduction claimed **5**

1. Notice of Intent to Claim – Y or N. Yes will open the schedule while N will keep the schedule uneditable.
2. Full Superannuation Fund Name – Per Notice of Intent to Claim.
3. Fund ABN – Per Notice of Intent to Claim.
4. Date of Last Eligible Contribution - Per Notice of Intent to Claim.
5. Superannuation Deduction Claimed - Per Notice of Intent to Claim.

MAKE SURE YOU SAVE A COPY OF THE LETTER FROM THE SUPER FUND IN THE CLIENT'S FOLDER.

D15. OTHER DEDUCTIONS

D15 Other deductions - not claimable at items D1 to D14

Election expenses **E**

Other deductions **J**

Goto (F2)

Other Deductions

For a correct calculation of Adjustable Taxable Income (ATI), select code D-Deductions relating to financial to be included at IT5, and select code U-Debt deductions incurred in deriving foreign rental income to be included at IT6.

Claim Type	Description	Label J Amount
P ...	Income protection, sickness and accident insurance premiums	1072.00
<input type="checkbox"/> ...	Section 40-880 deduction	
<input type="checkbox"/> ...	Net PSI income loss of a PS entity	
<input type="checkbox"/> ...	Debt deductions not disallowed by ThinCap	
<input type="checkbox"/> ...	Foreign exchange losses	
<input type="checkbox"/> ...	Debt deductions non-assessable foreign income	
<input type="checkbox"/> ...	Interest on infrastructure borrowing	
<input type="checkbox"/> ...	Non-capital losses deductible (s70B)	
<input type="checkbox"/> ...	Capital expenses prior ceasing PP business	
<input type="checkbox"/> ...	Prior year SBE pool deductions not claimable at P8	
<input type="checkbox"/> ...	SED course exes/bonded scholarship	
<input type="checkbox"/> ...	Deductible balancing adjustments from depreciation worksheets	
<input type="checkbox"/> ...		
Total Other deductions D15J		1072.00

AO Select

Code ▾ Details

- D** Deductions relating to financial investments
- O Other expenses not listed elsewhere
- P Income protection, sickness and accident insurance premiums
- U Debt deductions incurred in deriving foreign rental income

Select

Close

- 2) Claim Type – Click the grey box with three dots
- 3) Choose correct claim type > click Select
- 4) Enter amount in the correct box
- 5) Click the green Back-arrow to exit schedule.

Step 10. INCOME TESTS

Navigate to 'Income tests' tab. Here, any data regarding the relevant income tests should have been entered previously (for example, see pink highlight). Tick the 'empty' boxes to confirm the amount as 'zero'.

Front cover	Income	Deductions & Losses	Tax offsets	Medicare	Adj Credits	Income tests	Spouse details	Business items
IT1 Total reportable fringe benefits amounts						12412		
Employers exempt from FBT under section 57A of the FBTA 1986						N	12412	
Employers not exempt from FBT under section 57A of the FBTA 1986						W		
Enter relevant amounts at item 1								
<input type="checkbox"/> The amount at IT1 is zero								
IT2 Reportable employer superannuation contributions								
<input type="checkbox"/> The amount at IT2 is zero								
IT3 Tax-free government pensions						U	0	
<input checked="" type="checkbox"/> The amount at IT3 is zero								
IT4 Target foreign income						V	0	
<input checked="" type="checkbox"/> The amount at IT4 is zero								
IT5 Net financial investment loss						X	0	
IT6 Net rental property loss						Y	0	
IT7 Child support you paid						Z	0	
<input checked="" type="checkbox"/> The amount at IT7 is zero								
IT8 Number of dependent children						D	0	
Enter relevant amount at item M2								

Step 11. V-ERRORS AND CHECKING ESTIMATE

Once the relevant sections of the tax return are complete, it is important to check for validation errors (v-errors). Before setting the status of the tax return to 'To Be Reviewed', all V-errors must be cleared. Ensuring all v-errors are cleared also increases the accuracy of the refund/payable amount.

To navigate to **validation report**, head to the **RHS tab** and click the icon highlighted (red) below.

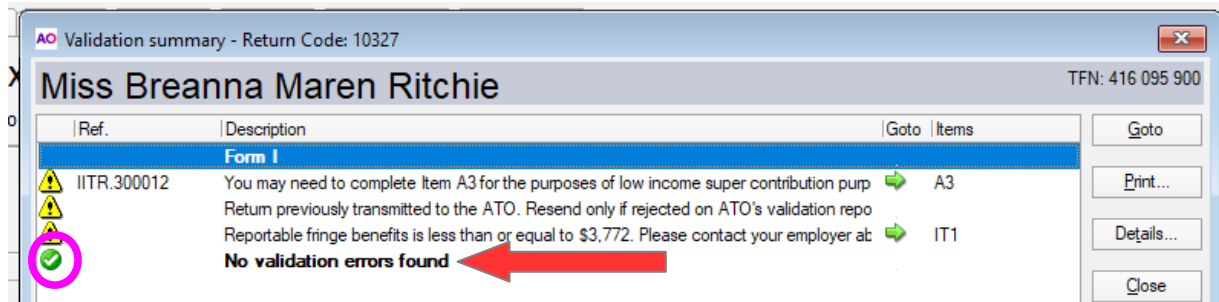


Below is an **example** of a v-error (**Red X**). You can also select a v-error with your cursor and then click the '**GoTo**' option on the RHS of the window to **shortcut** to the error in the tax return.

Ref.	Description	GoTo	Items
17	d value not present tax file number (Front Cover)		
	Electronic Lodgment Declaration must be printed and signed by taxpayer prior to lodgment		
	Please check SAPTO code provided for both taxpayer and spouse. Codes need to be the	SDP, T1	
	Health Cover details are present - please check that zero is correct at Days in fund at Item	M2	
	return, please prepare an estimate [F4]		

Other common examples include (1) not completing all the income tests, (2) not entering BSB and account number onto front cover and (3) not entering an ABN under PAYG income (4) Check data matches prefill

Once your return has zero v-errors, a **green tick** will appear at the bottom of the validation report.



To check the tax return estimate, click the tab icon as shown below.



A document will load, similar to what is shown below.

Taxation Estimate			
For the year ended 30 June 2020			
Return Code:	TT2021	Tax File Number	
Client Code:	TT2021	Date Prepared	16th February 2021
Name:	Tax Training		
<hr/>			
SUMMARY OF TAXABLE INCOME		\$ c	\$ c
Gross Salary and Wage Income		41,774.00	
Investment Income:			
Interest and Dividends		22.00	
		<hr/>	
		41,796.00	
Less: Deductions		1,731.00	
		<hr/>	
TAXABLE INCOME as per Return		40,065.00	
TAX PAYABLE			
Income at normal rates		4,568.12	
		<hr/>	
TAX ON TAXABLE INCOME		4,568.12	4,568.12
LESS NON-REFUNDABLE TAX OFFSETS:			
When limiting non-refundable offsets to gross tax payable, the Low Income Tax Offset takes priority in the order of applying these offsets.			
Low Income Tax Offset		300.00	

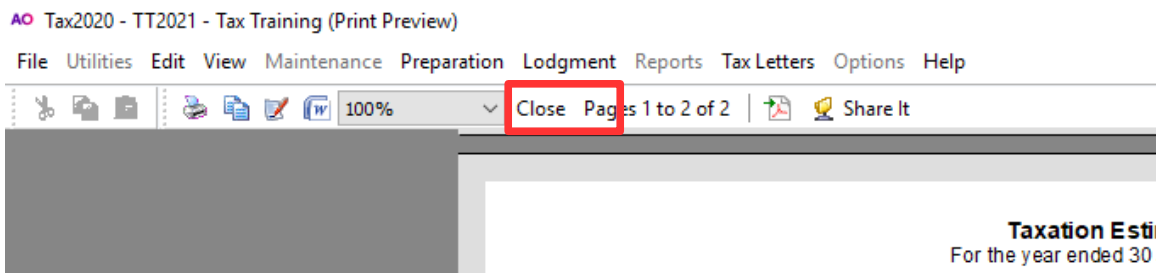
Scroll down to the bottom of the document to find the **estimated refund or payable**

amount. This amount will always be shown in **bold** print. This example shows a payable, for refund estimates, MYOB will specify 'ESTIMATE OF AMOUNT REFUNDABLE ON ASSESSMENT'. Be sure to check if the amount is a refund or payable, as to not provide clients with an incorrect result.

Taxation Estimate		
For the year ended 30 June 2020		
Return Code:	TT2021	Tax File Number
Name:	Tax Training	
<hr/>		
LESS:	_____	
	0.00	0.00

Less rounding amount		1,211.91
		0.01
ESTIMATE OF AMOUNT PAYABLE ON ASSESSMENT		1,211.90

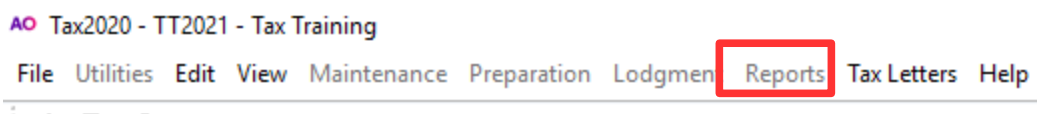
To close estimate, click the 'Close' icon as shown below.



Step 12. PRINT TAX RETURN

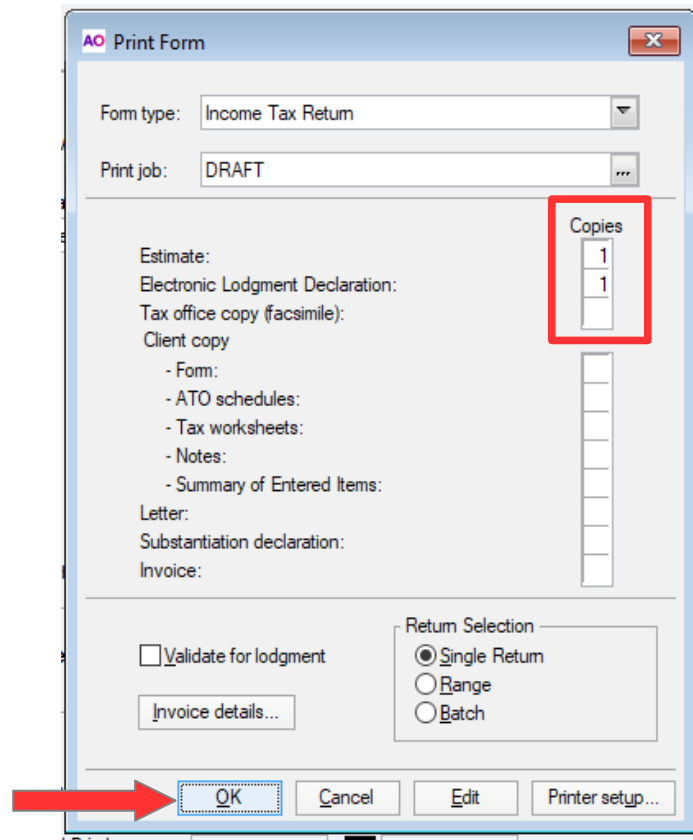
Once you have completed the tax return and checked for any errors, you must now **print the return**.

Navigate to the top LHS taskbar and **click 'Reports'**, followed by option one, **'Print return'**.

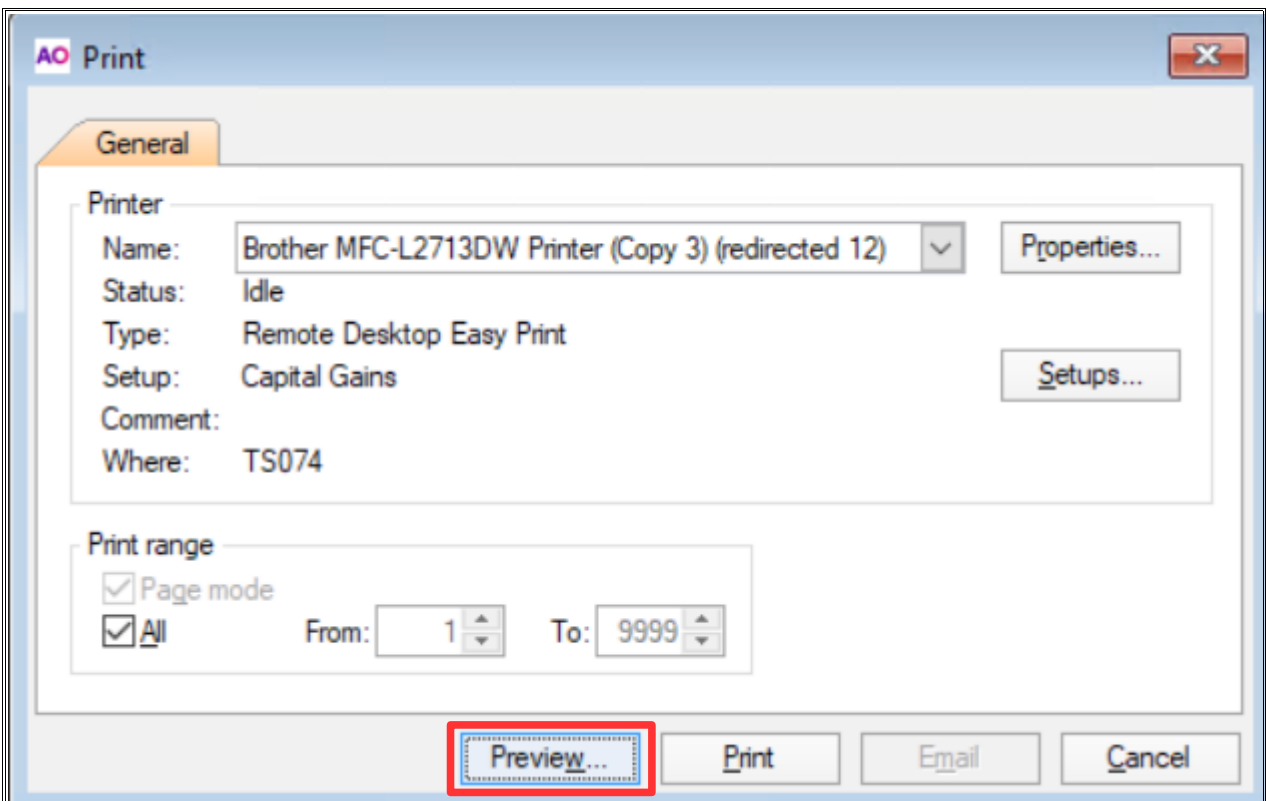


The **Print Form** will load (see below). The form type should be pre-selected as 'Income Tax Return', and (1) Estimate and (2) Electronic Lodgement Declaration (ELS) should have a '1' in the 'Copies' box (as shown below). For tax returns prior to 2019, you will need to alter the pre-selected options to what is shown below as they will not be automatically selected.

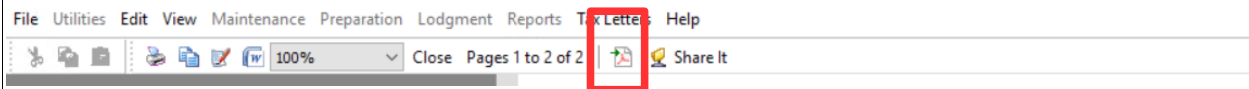
Click 'OK'. This will load the print menu.



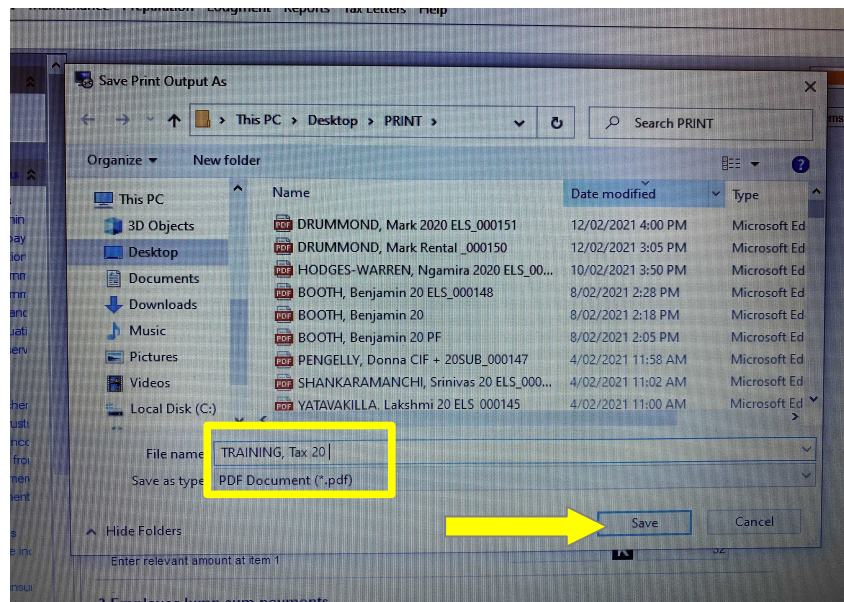
In the print menu, ensure **Preview** is the **selected option**. DO NOT PRINT directly from server as this will slow the connection.



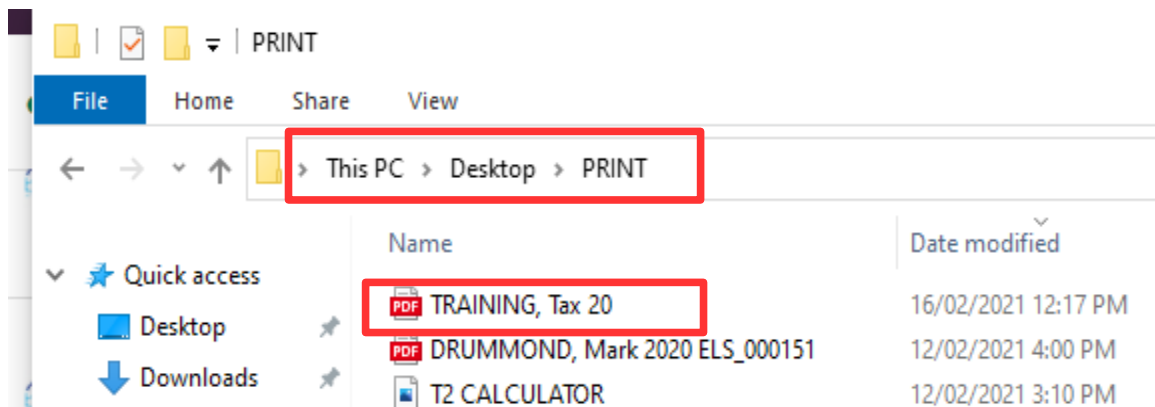
Click on Output to PDF and a save menu will appear.



Ensure the **'PRINT'** folder on the **server desktop** is selected. Name the file LAST NAME, First name, YEAR and **click 'Save'**. This will save the unsigned ELS and estimate to the server desktop.



Locate the saved file on the **server desktop**.



Copy and paste to **LOCAL desktop** > Open the saved file and once the file is open, **CTRL + P** to open the print menu (see below). Ensure your printer is selected (e.g. BROTHER MFC-L2713DW Printer).

Click 'Print'.

Print
Total: 2 sheets of paper

Printer
Brother MFC-L2713DW Printer

Copies

Pages
 All
 e.g. 1-5, 8, 11-13

Print on both sides

[More settings](#)

[Print using system dialog \(Ctrl+Shift+P\)](#)

Print

Taxation Estimate
For the year ended 30 June 2020

Return Code:	TT2021	Tax File I
Client Code:	TT2021	Date Pre
Name:	Tax Training	16th Feb

SUMMARY OF TAXABLE INCOME

	\$	c	\$
Gross Salary and Wage Income	41,774.00		
Investment Income:			
Interest and Dividends	22.00		
Less: Deductions	41,796.00		
		1,731.00	
TAXABLE INCOME as per Return		40,065.00	
TAX PAYABLE			
Income at normal rates	4,568.12		
TAX ON TAXABLE INCOME		4,568.12	4,568.12
LESS NON-REFUNDABLE TAX OFFSETS:			
<small>When limiting non-refundable offsets to gross tax payable, the Low Income Tax Offset takes priority in the order of applying these offsets.</small>			
Low income offset	399.03		
Low and middle income offset	484.88		
(Must not exceed tax payable)	883.91		883.91
		3,684.21	3,684.21
Add:			
Medicare Levy			801.00
		3,684.21	

Step 13. PREPARE INVOICE

You can prepare the invoice whilst the ELS + estimate is printing to save time.

Go to the 'Ezytax' icon/folder on the server. Select your location.

↑ This PC > Ezytax (T:)

Name	Date modified	Type	Size
Brisbane	8/12/2020 1:59 PM	File folder	
Cairns	15/02/2021 3:18 PM	File folder	
Emails	16/02/2021 10:08 ...	File folder	
Jack Look Here	9/02/2021 11:12 AM	File folder	
LNP	10/12/2020 3:46 PM	File folder	
Mackay	9/11/2020 9:22 AM	File folder	
Manuals	24/11/2020 3:39 PM	File folder	
Manuals - TO BE REVIEWED	16/02/2021 10:14 ...	File folder	
Marketing	16/02/2021 11:16 ...	File folder	
PREFILL	29/12/2020 9:15 AM	File folder	
Pricelists - TO BE REVIEWED	29/12/2020 4:00 PM	File folder	
Soheila	18/11/2020 11:37 ...	File folder	
Tax Training	16/02/2021 12:38 ...	File folder	
Townsville	24/11/2020 11:22 ...	File folder	
Validation Reports	12/02/2021 10:00 ...	File folder	

Select your booth.

↑ This PC > Ezytax (T:) > Brisbane

Name	Date modified	Type	Size
Administration	26/11/2020 12:27 ...	File folder	
Archive	8/12/2020 1:59 PM	File folder	
Carindale	9/11/2020 9:56 AM	File folder	
Chermside	9/11/2020 9:57 AM	File folder	
Client Files	21/01/2021 2:26 PM	File folder	
Garden City	9/11/2020 9:57 AM	File folder	
Indooroopilly	9/11/2020 9:57 AM	File folder	

Select your station.

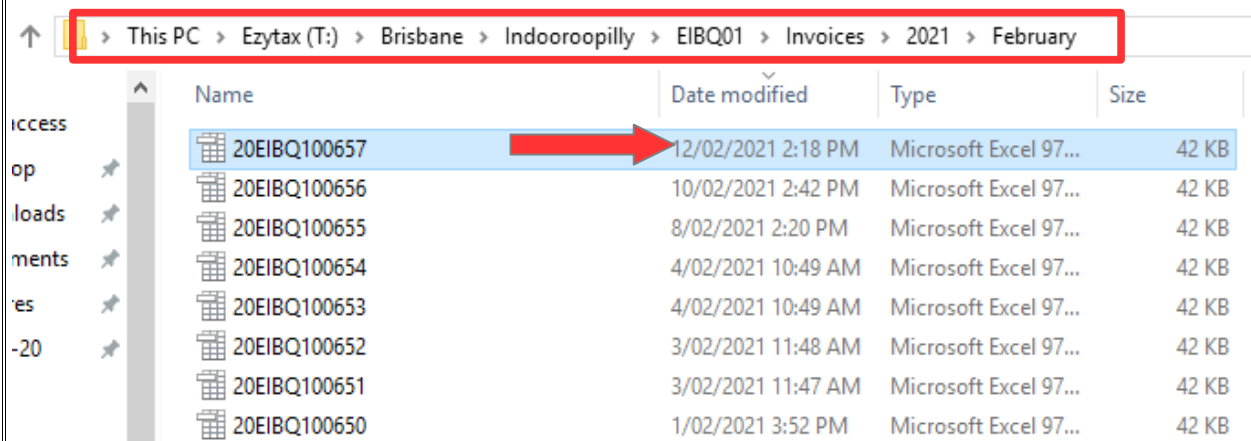
↑ This PC > Ezytax (T:) > Brisbane > Indooroopilly

Name	Date modified	Type
EIBQ01	8/11/2020 2:25 PM	File folder
EIBQ02	8/11/2020 2:26 PM	File folder

→ **Select Invoices** folder, then **YEAR** folder, then **MONTH** folder.

Now follow the below steps (screenshots also below):

1. **Open the most recent invoice.**
2. **Increase the invoice number by 1.**
3. Update the **client name.**
4. **Update the contents** of the invoice as per the service you have provided.
5. Check invoice is **correct.**
6. File → save as → **rename** invoice to the **updated invoice number.**
7. Close invoice.
8. Copy and paste invoice to desktop printer folder.
9. Print invoice on Blue Letterhead.



Name	Date modified	Type	Size
20EIBQ100657	12/02/2021 2:18 PM	Microsoft Excel 97...	42 KB
20EIBQ100656	10/02/2021 2:42 PM	Microsoft Excel 97...	42 KB
20EIBQ100655	8/02/2021 2:20 PM	Microsoft Excel 97...	42 KB
20EIBQ100654	4/02/2021 10:49 AM	Microsoft Excel 97...	42 KB
20EIBQ100653	4/02/2021 10:49 AM	Microsoft Excel 97...	42 KB
20EIBQ100652	3/02/2021 11:48 AM	Microsoft Excel 97...	42 KB
20EIBQ100651	3/02/2021 11:47 AM	Microsoft Excel 97...	42 KB
20EIBQ100650	1/02/2021 3:52 PM	Microsoft Excel 97...	42 KB

2

Increase this number 1
i.e. to #20EIBQ100658

Tax Invoice		ABN: 57 117 905 21		
Invoice Number:		Invoice Date:		
#20EIBQ100657		16 February 2021		
CLIENT NAME:		DRUMMOND, Mark		
#	Item Description	Quantity	Unit Price	Price (incl GST)
1	2020 Individual Income Tax Return – Cash/EFTPOS	1	69.00	69.00
2	Rental Property (Item 21)	1	66.00	66.00
3		1	0.00	0.00
4		1	0.00	0.00
5		1	0.00	0.00
6		1	0.00	0.00
7		1	0.00	0.00
Subtotal (Ex-GST)				122.73
GST				12.27
Total Including GST				135.00

Bonus 1. CHECK OUTCOME OF PRIOR TAX RETURNS

You can also check the outcome of your client's prior year returns. Checking past refunds/payables will allow you to gauge how this year's return compares to prior years, which means you can appropriately manage your clients expectations.

To do this, **click** on the 'Income Tax' tab.

DRUMMOND, MARK TFN 263 101 160 Add to favourites

Summary Profile Accounts and payments **Lodgments** Super Business

For action

Account	Description	Due date	
Income tax 551	Jul 2019 - Jun 2020 Ta	17/05/2021	View >
Activity statement 003	PAYG instalment notice Oct 2020 - Dec 2020	02/03/2021	Prepare >

Now, **click** the 'History' tab and see previous amounts on the RHS. You can also click on the **drop down arrow** (see red arrow) to see lodgement dates.

Income tax

Not lodged **History**

2018-19 Individual

Assessment	Status	Outcome ?	
Original	Issued	\$1,575.85 debt	View details Notice of assessment

2017-18 Individual

Assessment	Status	Outcome ?	
Original	Issued	\$2,368.30 debt	View details Notice of assessment

Bonus 2. OUTSTANDING TAX RETURNS


It is common for clients to have overdue tax returns. As an 'up-sell' opportunity, it is important **inform** our clients when they have overdue return(s).

Before telling a client that they have an overdue return, check the prefill report for the overdue year. If their income is low (under TFT at \$18,200) and they have tax withheld, it is likely that the refund will cover the cost of doing the return – this situation is now a WIN-WIN; as we get to charge for an additional return and the client gets an additional refund. This **increases the value** we can provide to clients and improves our reputation. Additionally, the **penalty for an overdue tax return is \$ 1,565** per return, and so not only are they perhaps getting a refund, but they also mitigate the risk of being penalised by the ATO.

You can locate the prefill report for overdue tax returns in the same way you locate current year returns: Lodgements → Client reports.

SMITH, SHEREE

TFN
573 481 016

Add to
favourites 

Summary

Profile
▼

Accounts and payments
▼

Lodgments
▼

Super
▼

Business
▼

For action

Lodgments

Account	Description	Due date	
Income tax 001	Jul 2018 - Jun 2019 Tax return	31/10/2019	Overdue View >

Overdue tax returns will also appear in the **'Not lodged'** tab in your client's history tab (see below).

Income tax

Not lodged

History

2018-19 Individual

Assessment	Status	Due date	Outcome
Original	Overdue	31 Oct 2019	