



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND



GREENTAYLOR
PARTNERS

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Quarterly Newsletter

Green Taylor Partners



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Taking care of yourself this tax time

Natasha Gardner

Tax time is an important but often stressful time for small business owners, with end of financial year demands adding to the challenge of day-to-day operations.

As a small business owner, you can face a range of unique challenges that can affect your and your employees' mental health. Finding the time to take care of yourself is essential.

Below are some tips you can use to look after your wellbeing and manage stress levels:

- Access free mental health coaching with NewAccess for small business owners. Developed by Beyond Blue, NewAccess is run by coaches with a small business background and consists of 6 tailored and practical sessions, including a follow-up to ensure you're staying on track.
- Keep connected and find someone you can talk with about your business successes and worries. Your trusted tax professional is a great source of support and information. You could also talk with others in your industry or a friend or family member.
- Keep good business records. Prepare for the end of financial year to ensure you have the right information to meet your obligations, avoid mistakes, and can better assess your business's financial health.
- Get into the habit of using digital tools to help you streamline processes, spend less time on administration and more on your core business, and improve cash flow.

There are many organisations that can provide information and support to help you with your mental health and wellbeing.

NewAccess for Small Business Owners

'NewAccess for Small Business Owners' is a free and confidential mental health coaching program, developed by Beyond Blue to give small business owners, including sole traders the support they need.

The program uses Low-intensity Cognitive Behavioural Therapy (LiCBT) that allows participants to recognise the way they think, act, and feel and break unhelpful thoughts.

Over six sessions, coaches with a small business background will work with you to overcome difficult issues, providing you with practical skills to manage stress and get you back to feeling like yourself.

At your first appointment your coach will complete an initial assessment with you, and develop a program tailored to your individual needs.

'NewAccess for Small Business Owners' is available nationally by phone or video call and is available until 31 December 2022. Call 1300 945 301 or enquire online at <https://www.beyondblue.org.au/get-support/newaccess/newaccess-for-small-business-owners>.



Accessing Farm Management Deposits

Rohan Brown

For Farm Management Deposits (FMDs) to be effective, they must have been held within the FMD system for at least 12 months (other than in exceptional circumstances, such as declared drought).

If the FMD is withdrawn before the 12 months it becomes ineligible to have been treated as an FMD, and where a Tax Return for that year has been lodged, an amendment would be required to correct the ineligible claim of the FMD. For this reason, it is common for the initial deposit to be made for a 12-month period.

Once the deposit has been in for the full 12 months, it can be withdrawn at anytime and will be treated as taxable income in the financial year that the withdrawal occurs. Remember that FMDs are assessed in an actual individual's return, not the business tax return, so it is important to consider the timing.

For estate planning purposes, should there be FMDs held at the date of death, these FMDs are treated as a withdrawal and assessed in the final tax return of the deceased.

FMDs should be addressed in your Will. For example, whether the FMD is considered cash for the 'farming business' or a residual asset to be left to beneficiaries of Will. If intended to be paid to the farm, your Will may need to address tax implications on the withdrawal, especially where the balance is left to an individual who is carrying on the farming enterprise specifically.

Another planning issue is also access and use of the FMD for cashflow. For this reason, at the end of the initial 12 months, many people will roll the deposit for a short period so the funds become available early in the next financial year. This allows access to the funds from July/August, and if required, re-deposit those funds prior to the end of the new financial year to negate any tax payable.

If you would like more information on the use of FMDs contact the team at GTP.



Work-Related Car Expenses

Emily Moore

What is a Car Expense Deduction?

If you use your own car for work purposes, you can claim a deduction using either the cents per kilometre method, or the logbook method. These methods cover costs of decline in value, registration, insurance, maintenance, and fuel costs, but not capital costs such as the purchase price or improvements.

You can claim car expenses if:

- You have spent the money and not been reimbursed
- The travel was directly related to earning your income
- You have records.

TIP: Use the myDeductions tool in the ATO app to help track & keep proof of these.

What is a 'Car'?

These methods can only be used for a 'car', which ATO legislation defines as a motor vehicle (other than a motorcycle) designed to carry a load of less than 1 tonne and fewer than 9 passengers. Travel expenses relating to vehicles that are designed to carry above 1 tonne or 9 or more passengers may be deductible under 'work-related travel expenses' rather than 'work related car expenses'.

A car can be either owned, leased, or hired under a hire-purchase agreement. Expenses for cars accessed via a salary sacrifice arrangement aren't generally deductible as it is usually the employer who leases the vehicle from the finance company.

When can you claim?

Deductions for your car expenses can be claimed when your private car is used to:

- Perform work duties.
- Attend conferences and meetings away from your normal place of work
- Travel between places of employment. This can be alternate workplaces or 2 separate employers.

When can't you claim?

Car expenses that you can't claim as a deduction include:

- Any private travel.
- An expense that was reimbursed.
- Cars accessed via a salary sacrifice arrangement (see above under What is a car?)
- Travel between your home and work, except in certain circumstances such as when:

- Home is a base of employment
- There are shifting places of employment, meaning regular work at more than one site a day before going home.
- Bulky tools and equipment are carried for work and all the following apply:
 - Tools/equipment are essential and not carried as a matter of choice
 - Tools/equipment are bulky and can only be conveniently transported with a car
 - There is no secure storage for the items at your workplace.

If you think you satisfy the conditions to claim travel between work and home, we recommend you contact your accountant to discuss your specific circumstances.

Cents per KM

Under this method a maximum of 5000km of your work-related travel can be claimed. This is claimed at 72 cents per kilometre for the 2022 financial year, and 78 cents per kilometre for the 2023 financial year.

Evidence needs to be kept of how work-related kilometres were determined, such as work-trip diary records or using the ATO myDeduction app. Additionally, ownership evidence of your car is also needed.

Logbook Method

The logbook method allows the portion of car expenses related to your work travel to be claimed. To use this method, a logbook needs to be kept over a continuous 12-week period showing all trips, their nature, and the odometer readings for the start and end of each trip.

This will give a work-related percentage which car expenses can be claimed at. All expenses need written evidence except fuel and oil costs, which can be either:

- Actual receipts
- Or an estimation based on odometer readings from the start and end of the period during which the car was used.

The ATO has created a handy summary which can be found at: https://www.ato.gov.au/uploadedFiles/Content/IAI/Downloads/Toolkits/TaxTimeToolkit_Carexpenses.pdf

If you have further questions about the deductibility of your work-related travel, the GTP team is only a call away to provide advice for your specific situation!

GTP Tid Bits

We wish Georgia and husband Jack, all the very best on the upcoming arrival of their first child due in November. Georgia begins her maternity leave in October.



ATO Ramps Up Heat On Directors

David Hadley

Throughout March, the ATO sent letters to directors who are potentially in breach of their obligations to ensure that the company they represent has met its PAYG withholding, superannuation guarantee charge, or GST obligations.

These letters are a warning shot and should not be ignored.

The director penalty regime ensures that directors are personally liable for certain debts of the company if the debts are not actively managed. The liability applies to both current and former directors.

To recover this debt, the ATO will issue a Director Penalty Notice to the individual directors. The ATO can then take action to recover the unpaid amount, including:

- By issuing garnishee notices,
- By offsetting tax credits owed to the director against the penalty, or
- By initiating legal recovery proceedings against the director.

In some cases it is possible for the penalty to be remitted but this depends on when the PAYGW, GST or SGC amounts are reported to the ATO. For example, in some cases the penalty can be remitted if an administrator or small business restructuring practitioner is appointed to the company, or the company begins to be wound up. However, this is normally only possible for PAYGW and GST amounts if they are reported to the ATO within 3 months of the due date. For SGC amounts this is only possible if the unpaid amount is reported by the due date of the SGC statement.

If the unpaid amounts are not reported to the ATO by the relevant deadline, then the only way for the penalty to be remitted is for the debt to be paid in full. Winding up the company at this stage will not make the liability of the directors go away.

If you have received a warning letter from the ATO or a Director Penalty Notice then please contact us immediately.



Pandemic Leave Disaster Payment

Lewis Thomas

The pandemic leave disaster payment is a lump sum government payment issued to help individuals who have been directly affected by Covid-19 and are unable to work as a result. For each 7-day period individuals lose work because of the pandemic they may receive:

- \$450 – if you have lost over 8 hours of work and less than 20 (or one full day of work)
- \$750 – if you have lost over 20 hours of work

To be eligible for this payment you must meet the following criteria:

1. Have to self-isolate or quarantine and cannot work due to the following reasons:
 - A. You have coronavirus (COVID-19)
 - B. You're a close contact of a person who has COVID-19, i.e.:
 - i. Living with someone who has tested positive for COVID-19
 - ii. Have stayed in the same household for more than 4 hours with the person who has tested positive with COVID-19 during the infectious period (An infectious period may be up to 3 days before a person experiences symptoms of COVID-19)
 - C. A child you care for who is 16 years or under, is a close contact of a person who has COVID-19
 - D. You're caring for someone who has COVID-19
 - E. You're caring for someone with a disability or a severe medical condition who must self-isolate or quarantine because they're a close contact of a person with COVID-19.
2. You meet the following requirements:
 - A. you're at least 17 years old and live in Australia
 - B. you're an Australian resident or hold a visa that gives you the right to work in Australia
 - C. you're living in Australia during your self-isolation, quarantine, or caring period
 - D. you're living in Australia at the time of your claim
 - E. you're unable to work and lost at least 8 hours or a full day's work in a 7-day period of self-isolation, quarantine or caring
 - F. you have no sick leave entitlements, including pandemic sick leave, personal leave or leave to care for another person
 - G. you have liquid assets of less than \$10,000 on the first day of the period you're claiming for.



GTP Anniversaries

- 18th September - Kerry Schultz (16 years)
- 3rd November - Daniel Blay (14 years)



Personal/carer's leave, compassionate leave & family and domestic violence leave

Ross Laycock

It is important for all employers to be aware of the different types of leave which their employees may be entitled to take from time to time. Here is a quick summary of the main types of leave and the entitlements associated to them.

The NES (National Employment Standards) establish minimum entitlements for permanent employees, including:

- paid personal/carer's leave
- unpaid carer's leave
- paid compassionate leave
- unpaid family and domestic violence leave.

These forms of leave are designed to help an employee deal with things like personal illness or injury, caring responsibilities, family emergencies, family and domestic violence, and the death or life-threatening illness or injury of close family members.

Casual employees are entitled to take leave such as unpaid carer's leave, unpaid family and domestic violence leave and unpaid compassionate leave.

Paid personal/carer's leave

The term 'personal/carer's leave' covers both sick leave and carer's leave. Employees get:

- 10 days each year for full-time employees
- pro rata 10 days each year for part-time employees.

An employee's entitlement to paid personal/carer's leave accumulates progressively during a year of service, based on their ordinary hours of work. Personal/carer's leave accumulates from year to year.

Unpaid carer's leave

An employee (including a casual employee) is entitled to 2 days of unpaid carer's leave for each occasion when a member of the employee's immediate family or household requires care or support because of a personal illness, injury, or an unexpected emergency.

An employee may take unpaid carer's leave for each occasion as a single continuous period of up to two days, or any separate periods to which the employee and their employer agree. An employee can't take unpaid carer's leave during a particular period if the employee could instead take paid personal/carer's leave (this does not apply to casuals who have no entitlement to paid personal/carer's leave).

Compassionate leave

An employee (including a casual employee) is entitled to 2 days of compassionate leave to spend time with a member of their immediate family or household who suffers a life-

threatening illness or injury. An employee is also entitled to take compassionate leave:

- after the death of a member of the employee's immediate family or household
- if a child who would have been part of the employee's immediate family or household, is stillborn, or
- if an employee, or the employee's current spouse or de facto partner, has a miscarriage.

Family and domestic violence leave

An employee (including a casual employee) is entitled to 5 days of unpaid family and domestic violence leave each year. Employees are entitled to the full 5 days from the day they start work. They don't have to build it up over time.

The 5 days renew each 12 months but unused leave, does not accumulate from year to year.

Employees can take the leave if they need to do something to deal with the impact of family and domestic violence and it's impractical to do so outside their ordinary hours of work.

Notice and evidence requirements

For all periods of personal/carer's leave, family and domestic violence leave, or compassionate leave, an employee must give their employer notice of the taking of the leave.

The notice must be given to the employer as soon as practicable (which may be at a time after the leave has started), and must advise the employer of the period, or expected period, of the leave.

An employer is entitled to request evidence that would substantiate the reason for leave. A failure to provide notice or, if required, evidence that would satisfy a reasonable person to substantiate the reasons for the leave, means the employee is not entitled to the leave.

More detailed information on entitlements for employees can be found at :

Fair Work Online: www.fairwork.gov.au or Infoline: 13 13 94



Important Dates

September

- 21st - Lodge and pay August 2022 monthly BAS

October

- 21st - Lodge and pay September 2022 monthly BAS
- 28th - Lodge and pay July-September 2022 quarterly BAS
- 28th - Super Guarantee contributions for Quarter 1 due

November

- 21st - Lodge and pay October 2022 monthly BAS
- 25th - Lodge and pay the July - September 2022 Quarterly BAS if you do lodge electronically



Don't let these scam myths bust you

Natasha Gardner

In the last 12 months, the Australian Taxation Office (ATO) has identified and taken action against 595 websites impersonating ATO online services. These fake sites are designed to steal passwords, personal information and identity documents, such as passports and driver licences.

Assistant Commissioner Tim Loh explains "Right now, we're seeing a lot of SMS and email scams leading to fake myGov sign-in pages – we've had more than 360 of these scams reported since April 2022. However, we see many different types of tax and super scams happening year-round, not just in the lead up to tax time."

Scammers are always looking for new ways to convince unsuspecting taxpayers into divulging personal information, such as bank details, usernames and passwords.

"This year, the ATO has taken out the guess work and busted some scam myths to help people stay protected" said Mr Loh.

Myth #1: Only older people fall for scams

In the last three years, younger Australians have fallen victim to the most tax scams. In 2021, people aged 25 to 34 reported the most amount of money lost to tax scams, closely followed by those aged 18 to 24. In contrast, those aged 55 and above were among those who reported the least financial losses to us.

"If you get a phone call saying it's from the ATO and it doesn't sound right, hang up. Check in with someone you trust, like a friend or family member. Even better go to the ATO's website where we have a listing of all the current ATO scams or call us on our dedicated scam hotline 1800 008 540."

Myth #2: Scams are easy to spot. You'd be a fool to fall for one!

"Email and SMS scams are not always full of typos, bad grammar, and promises of riches from foreign royalty. We are seeing many more sophisticated scam messages using official language and fraudulent websites that mimic online services," Mr Loh said.

"We've seen some very convincing email and SMS scams that would trick even the most cautious people" said Mr Loh.

"The ATO does send emails and SMS to clients to share general information or reminders, or to ask people to check their myGov inbox or get in touch with us."

However, here are some tell-tale signs to look out for if an email or SMS says it's from the ATO. The ATO will never:

- ❖ send an unsolicited message requesting personal information via a return email or SMS,
- ❖ send an email or SMS with a link to log in to our online services,
- ❖ ask you to pay a fee in order to receive a refund.

Myth #3 : Scams only happen during tax time

"While you may only focus on your tax when it's time to lodge, scammers are constantly looking for ways to steal your personal details and financial information." Mr Loh said.

"We see different types of tax and super scams happening year-round."

"It's important to always stay vigilant to potential scams, and to keep your personal and financial details safe."

"Some common scams that we see year-round involve scammers:

- ❖ phoning people about a fake tax debt, and threatening that they'll be arrested if they don't pay it straight away
- ❖ sending texts to people saying that they're suspected of being involved in cryptocurrency tax evasion. If you receive this text, don't click on the link.
- ❖ sending emails impersonating the ATO and asking for people to update their financial information so their tax refund can be processed.

Remember:

- ❖ Protect personal information like it's your credit card or tax file number.
- ❖ Never share your usernames or passwords with anyone, not even your registered tax agent.
- ❖ Be careful about clicking on links, even if a message seems to come from a legitimate source.
- ❖ If you are ever unsure whether it's really the ATO, do not engage or reply. Instead, contact your accountant as we can help you verify it's the ATO.
- ❖ Only log onto ATO online services directly, never via a hyperlink.
- ❖ You can check the status of your refund using the ATO app".



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Financial incentives to hire Australian apprentices

Ross Laycock

The Australian Apprenticeships Incentive System helps foster an inclusive and sustainable economy, ensuring Australians receive quality training while in employment.

The Incentives System supports apprenticeships on the Australian Apprenticeship Priority List through a wage subsidy for employers and financial support to apprentices in priority occupations.

Employers of occupations not on the priority list will be eligible for a hiring incentive.

The Incentives System also includes disability support and a living away from home allowance for those who are required to move away from home for the role.

The Incentives System sits alongside a suite of other financial and non-financial supports that are designed to support apprenticeships, such as the Australian Apprenticeship Support Network to help people considering undertaking an apprenticeship, or considering hiring an apprentice, understand and navigate the apprenticeship system and in-training support.

The Incentives System complements the Trade Support Loans program, which provides access to income contingent loans for apprentices to help with the cost of living.

The Incentives System replaces the Australian Apprenticeships Incentives Program, which includes the Boosting Apprenticeship Commencements and Completing Apprenticeships Commencements measures.

The Australian Apprenticeships Incentives Program will continue to support Australian Apprentices who commenced or recommenced prior to 1 July 2022 through grandfathering arrangements that will continue a range of standard and targeted support.

The incentive/benefit breakdown for new and recommencing Australian apprentices includes:

Wage subsidy for employers of Australian Apprentices in Priority Occupations

The Priority Wage Subsidy is paid for a maximum of three years at the rate of: 10 per cent of wages paid for the first year (up to a maximum of \$1,500 per quarter); 10 per cent of wages paid for the second year (up to a maximum of \$1,500 per quarter) and; 5 per cent of wages paid for the third year (up to a maximum of \$750 per quarter).

Payments are made in arrears, with the first payment payable

to eligible employers three months after commencement, followed by quarterly payments thereafter.

The incentive is available for employers of new or recommencing Australian Apprentices undertaking a Certificate III or higher qualification in a Priority Occupation on the Australian Apprenticeship Priority List.

Hiring incentive for employers of Australian Apprentices not in a Priority Occupation

Full-time apprentices will attract \$3,500. Payments will be made in two equal instalments of \$1,750, payable at six and 12 months from the date of commencement or recommencement with the employer.

Part-time apprentices will attract \$1,750. Payments will be made in two equal instalments of \$875, payable at six and 12 months from the date of commencement or recommencement with the employer.

The incentive is available for employers of new or recommencing Australian Apprentices undertaking a Certificate II or higher qualification in an occupation that is not on the Australian Apprenticeship Priority List (including aged, child, and disability care and enrolled nurses).

Disability Australian Apprentice Wage Support (DAAWS)

This offers \$104.30 per week for a full-time Australian Apprentice, and on a pro-rata scale according to hours worked for a part-time Australian Apprentice.

It provides additional assistance to employers who employ an Australian Apprentice with disability in a Certificate II or higher level qualification.

More information

Apprenticeship Support Australia (ASA) delivers skills development advice and solutions to employers and jobseekers across the country. The Victorian Chamber delivers ASA services in Victoria. Since 1998, we have partnered with more than 70,000 businesses and signed up more than 200,000 apprentices and trainees through our Australian Apprenticeship Centre.

You can also contact the Victorian Chamber of Commerce and Industry for further updates.

GTP Tid Bits

We would like to wish the following GTP team members all the best as they compete in the Wimmera & Horsham District league Netball finals.

- ❖ Penny and the Jeparit-Rainbow A grade team
- ❖ Holly and the Horsham Demons B grade team
- ❖ Kayla and the Kalkee C grade team
- ❖ Sally and the Natimuk C Reserve team

Best of luck girls!



Work related self-education expenses

Kayla Hawker

What are self-education expenses?

Work-related self-education expenses are expenses related to courses or workshops provided by a school, college, university, or other training provider.

Some general expenses you may be able to claim as a tax deduction include:

- Course/tuition fees
- Accommodation and meals (if away from home overnight)
- Travel expenses and parking fees
- Costs of computer consumables (printer ink, software, USBs etc.)
- Decline in value for *depreciating assets (for items costing in excess of \$300)
- Purchase of equipment or technical instruments (costing \$300 or less)
- Equipment repairs
- Home office running costs
- Internet usage (excluding connection fees)
- Phone calls
- Postage
- Stationery and textbooks
- Purchase of trade, professional, or academic journals
- Student union fees
- Student services and amenities fees

What can't you claim?

- Tuition fees if they were paid for by your employer, or anyone else, or if you were reimbursed for fees, you paid yourself.
- Loan repayments for
 - Higher Education Loan Program (HELP) loans,
 - Student Financial Supplement Scheme (SFSS),
 - The Student Start up Loan (SSL)
 - or the Trade Support Loans Program (TSL)
- Home office occupancy expenses (mortgage interest, rent, rates etc.)
- Accommodation or meals unless you attended a residential school or had to stay away from home to attend a course.

When can you claim these expenses?

There needs to be a direct connection between the course you are studying and your employment at the time. You must satisfy one of the following conditions:

- Maintaining your qualifications for your current role,
- Improving your skills or knowledge used in your current role,
- As a trainee and the course you take forms part of the traineeship, or
- Able to show the course led to or was likely to lead to and an increase in your current salary.

When can't you claim these expenses?

You cannot claim a deduction for self-education expenses that don't have a sufficient connection with your current employment or profession, such as moving from employment as a nurse to physiotherapy.



Medicare Levy Surcharge

Karen Grainger

Medicare Levy Surcharge (MLS) is an additional surcharge applied when your income is above a certain level and you do not have appropriate hospital cover for yourself, spouse and dependent children.

Medicare Levy Surcharge (MLS) starts at 1% and goes up to 1.25% or 1.5% as your income level rises.

MLS applies if your income is \$90,000 or more as a single person or \$180,000 or more as a family (an additional \$1,500 for each dependent child is added to the income level).

Your income for MLS purposes includes your taxable income, reportable fringe benefits and reportable super contributions.

If you had a new spouse or separated from your spouse during the year, you may be liable for MLS for the number of days you were single - if your own income is more than the single surcharge level of \$90,000.

You may also be liable for MLS for the number of days you had a spouse or dependent children - if your own income is more than the family level of \$180,000.

The spouse definition for Medicare Levy Surcharge purposes includes married or de facto.

Children are considered your dependent for Medicare levy surcharge purposes if they are under 21 years of age or between 21 and 24 if they are studying full-time at school, college or university. The Child definition includes those born to you, adopted, child of your spouse and someone who is your child under the Family Law Act.

If your circumstances have changed and you may be exposed to Medicare Levy surcharge you should discuss this further with your accountant.



Working from Home Deductions

Emma Koschitzke

As we know, working from home has become increasingly more common in the last couple of years, I don't think I need to explain why... But it most definitely has some perks – no commute to work, pyjamas as a uniform substitute and undoubtedly some very happy pets having their owners home through the day, just to name a few...

Working from home may also mean that you have had to incur extra expenses to your household in which you wouldn't normally have if working in the office as 'normal'.

With that being said, it's not all bad, you are able to claim tax deductions on some of these expenses while working from home. Here is a brief summary of the methods that can be used for making these claims.

Eligibility to claim

You must:

- Be working from home to fulfil your employment duties, not just carrying out minimal tasks, such as occasionally checking emails or taking calls
- Incur additional expenses as a result of working from home

You can also claim a deduction for the additional 'running expenses' you incur as a result of working from home.

Running expenses are expenses which relate to the use of facilities within your home and include:

- Electricity expenses for heating or cooling and lighting
- The decline in value of office furniture and furnishings as well as other items used for work, eg. a laptop
- Internet expenses
- Phone expenses

How to claim?

To claim these expenses you can choose the method which best suits your circumstances, the 3 different methods are below:

- **Fixed Rate Method** – For the 2022 financial year the fixed rate of 52 cents per hour worked from home can be used. This covers 'running expenses' during the hours you have worked from home. On top of the fixed rate you can also claim additional expenses such as the work-use percentage of phone and internet.
- **Actual Cost Method** – You can claim the 'actual' expenses you have incurred as a result of working from home
- **Shortcut Method** – This is an all-inclusive rate per hour

which was introduced because of Covid-19 and is only valid from 1 March 2020 – 30 June 2022. The rate you are able to claim is 80 cents per hour and this includes all running costs plus any additional costs, you cannot claim any other expenses on top of this hourly rate.

As with anything you are claiming as a tax deduction, you must keep records of all expenses being claimed but also keep a record of your hours worked from home. You can do this by using a spreadsheet or keeping a diary.

As with most areas of the tax law, there is a lot to this area of tax deductions, if you require further advice on what you can and can't claim in this space, please get in touch with your accountant for further advice.



Tax Time Reminders

Steffi McDonald

We all love tax time !

To speed up your tax return preparation it is important to make sure you have all your relative documents ready to present to your accountant.

Some of the following are often overlooked :

- Details of your rental property / properties (rent statements and expense details)
- Details of Share sales (contract note on sale and original purchase details)
- Details of any personal Super Contributions you may have made
- Details of any Income Protection Policy taken out
- Details (Tax Statements) of any managed investments you hold
- Details (Report) of any cryptocurrency activity

You might find the process a lot smoother if you have everything covered before making an appointment.



Schedule appointments online

Making a time to see your trusted advisor here at Green Taylor Partners has never been easier.

<https://greentaylor.com.au/schedule-appointment/>



WorkCover Victoria
Ross Laycock

When you must register

Generally, you must register for WorkCover insurance if you or your business employs any workers in Victoria.

If your business employs you personally, then you are a worker of your own company, and need to register.

Exemptions

You don't need to register if you or your business has no apprentices, and does not or is not liable to pay more than \$7,500 in a financial year in remuneration.

Sole traders, partnerships and trusts

You don't need to register if you're a sole trader, an individual in a partnership or an individual trustee of a trust and you don't employ any other people as workers.

Companies

You don't need to register if you're a company and you do all the contract work for your company's one and only business client.

Penalties

If you're not registered for WorkCover insurance when you should be, you may face severe penalties.

You can also be required to reimburse WorkSafe for any compensation paid to your injured workers.

Remuneration inclusions and exclusions

Understand how your remuneration is calculated, what's included and what's exempted.

What is included and excluded from remuneration?

Remuneration is the gross amount you pay to workers before tax and can include both cash and non-cash payments.

There are a number of items that are included and excluded.

Inclusions

Important: Some payments to workers are not part of your payroll, but they must still be included in your calculation of rateable remuneration.

Salaries and wages

- ❖ salaries
- ❖ wages
- ❖ gross pay before tax
- ❖ allowances
- ❖ annual leave payments (including leave loading)
- ❖ long service leave

- ❖ paid parental leave (when funded and paid by an employer – Government funded parental leave is not rateable)
- ❖ make-up pay
- ❖ back pay
- ❖ bonuses
- ❖ directors' fees (and all remuneration to directors or members of a governing body of a company) fees for work performed by a worker or deemed worker

Contractors

Certain payments to contractors are included. For more information, see the contractors and workers guideline.

Superannuation

Superannuation is also included in the calculation of your remuneration including, any "extra super" payment made.

Superannuation contributions include any contributions made by an employer to:

- ❖ a superannuation fund or scheme
- ❖ a superannuation guarantee charge
- ❖ any other form of superannuation provident or retirement fund
- ❖ defined benefit funds as required by actuarial determinations.

Exclusions

These items are exempt when you calculate your rateable remuneration:

- ❖ motor vehicle allowance
- ❖ accommodation allowance
- ❖ apprentices or trainees
- ❖ compensation payments to an injured worker
- ❖ when a partner makes a cash withdrawal of money received as an allowance
- ❖ payments to a portable long service leave scheme and payments to the Redundancy Payments Central Fund
- ❖ government funded parental leave payments, passed on to workers by employers acting as agents of the Government
- ❖ Goods and Services Tax (GST) paid or payable in relation to payments to contractors is not considered rateable remuneration
- ❖ termination payments (for example, payments in lieu of notice, accrued holiday pay, long service leave or severance pay) made to a worker on cessation of employment.
- ❖ Note: if the person resigns and works their 'notice' period, the payment for this period is not exempt remuneration.

Further assistance

Further information and Frequently Asked Questions are available on WorkSafe's website. Alternatively, please contact your WorkSafe Agent or the WorkSafe Advisory Service on 1800 136 089.



Looking at a Tax Refund this year?

Ryan Schirmer

Want some smart ideas of what to do with your Tax Refund?

With some extra coin it is always tempting to go off and splurge, but that is not necessarily a good idea! Try the following ideas of what you can do with your tax refund.

1 – Start or increase your emergency fund

It's always a good idea to have some money spare for a rainy day, so if something bad happens you'll have some cash to use in those emergency situations.

2 – Pay off outstanding credit cards & high interest debt

If your credit cards & debts are starting to get out of control, use your tax refund to get them under control. Credit card debt is the worst kind of debt with interest on unpaid balances often more than 10% higher than a home loan! The lower your balance is, the less money you waste.

As an added bonus point, getting your credit card debt under control will help with your stress levels: no one likes having debts out of control.

3 – Put money into super

This one is far less exciting than going out and spending your refund on what you want, but this is your nest egg for retirement. The earlier in life you put away money, the more time it has to grow for you. Also depending on your income and age, the government may even chip in a bit of extra super for you; have a look at <https://www.moneysmart.gov.au/superannuation> for more information on this.

4 – Save it

Ok, this one is obvious, but every little bit goes a long way. So if you are saving for a house, car, holiday, etc. your tax refund will help you reach your savings goals quicker.

5 – Donate

Donating some (or all) your tax refund will not only make you feel good, but depending on the organisation (if it's a deductible gift recipient) this may become tax deductible to you in the following tax year..... and help you get a tax refund!

6 – Treat yourself with what is left over

Now I know at the start I said splurging is not always a good idea, but maybe you can treat yourself a little! (You've worked hard all year so a little bonus is always good)... but moderation is the key.



SMSF Electronic Signing is available!!

Kayla Hawker

Are you interested in signing your Superannuation Fund documents electronically? This eliminates the need for parties to use wet signatures and be physically present.

Here at GTP we now have two options available for electronic signing of all your SMSF documents, MYOB Client Portal or DocuSign.

There are no additional fees to be paid, our current software providers have these capabilities included in the software fees we pay.

What are the advantages of Electronic signing?

- ❖ No more piles of paper to sign multitudes of times
- ❖ No more unnecessary delays in postal times
- ❖ No more taking up filing cabinet space

What is DocuSign?

DocuSign is software which allows documents to be signed electronically from your computer, iPad, table or mobile device.

The technology also provides important security protocols. Signed documents are uploaded and encrypted with unique hash, the hash can later be compared to a document to ensure that no one has tampered with the document.

What is MYOB Client Portal?

MYOB Client Portal links with our internal document management system and allows us to securely share documents straight to our clients. This also allows for electronic signing of documents.

If you are interested in using DocuSign or the MYOB Client Portal, or would like further information please do not hesitate to contact the team at GTP.



GTP Birthdays

- ❖ 18th October – Kayla Hawker
- ❖ 22nd October – David Hadley
- ❖ 24th October – Georgia Muegel
- ❖ 16th November – Natasha Gardner
- ❖ 24th November – Emma Koschitzke



Director ID Reminder

Kerry Schultz

You may have heard about the new rules which require directors of Australian companies to obtain a Director Identification Number (director ID). The new requirement to obtain a Director ID also applies to individuals who have an SMSF or Trust with a corporate trustee, which is why I wanted to bring this new requirement to your attention. All directors of your corporate trustee will need to apply for their own director ID by the prescribed deadline.

An application for a director ID must be made individually and only by those who are applying for the director ID. As you are required to prove your identity as part of the process, our firm, or any other third party, is not able to apply for a director ID on your behalf.

What is a Director Identification Number (Director ID)?

A director ID is a unique identifier that directors need to apply for, like a tax file number. If you are a director of multiple companies, you are only required to have one director ID that will be used across all companies. You will keep your director ID forever even if you change companies, resign altogether from your director role(s), change your name, or move overseas.

Why do I need a Director Identification Number?

As part of the Government's Digital Business Plan, it is rolling out a Modernising Business Registers program which includes the introduction of director IDs. The main purpose is to prevent the use of false or fraudulent director identities as well as to improve the efficiency of the system by making it easier to meet registration obligations and trace director activity and relationships. By improving the integrity and security of business data it is expected to reduce the risk of unlawful activity.

By when do I need to have a Director Identification Number?

The director ID deadline depends on when you were first appointed as a director of any Australian company. This may or may not be when your SMSF corporate trustee company was established. Please contact our office if you are unsure which deadline applies to you.

Date you first become a director	Date by when you must have applied for a Director Identification Number
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of appointment
From 5 April 2022	Before appointment

How do I apply for a Director Identification Number using myGovID?

If you do not already have a myGovID you will need to set this up before you can apply for your director ID online. You can find information on how to setup your myGovID by downloading the app at: <https://www.mygovid.gov.au/set-up> You will need to gather some information that the ATO already knows about you to verify your identity. You will need your tax file number, your residential address held by the ATO, and information from two of the following documents:

- ❖ Bank account details
- ❖ ATO notice of assessment
- ❖ Super account details
- ❖ Dividend statement
- ❖ Centrelink payment summary
- ❖ PAYG payment summary

Note, myGovID is different to your myGov account. Your myGov account allows you to link to and access online services provided by the ATO, Centrelink, Medicare and more, while myGovID is an app that enables you to prove who you are and to log in to a range of government online services, including myGov.

Once you have a myGovID and information to verify your identity, you are ready to apply for your director ID. You can click on the following link to start the application process. The application process is quick and should take you less than 5 minutes.

<https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>

How do I apply for a Director Identification Number if not using myGovID?

If you don't have a myGovID the best way to apply for a director ID will depend on your situation.

Apply by phone

You can apply by phone by calling 13 62 50 between the hours of 8:00am and 6:00pm Monday and Friday.

You will be required to verify your identity by providing the following details:

- ❖ Your individual tax file number
- ❖ Your residential address as held by the ATO
- ❖ Answer two questions based on details the ATO knows about you
- ❖ And supply details from two Australian identity documents – one from primary and one from secondary

Primary documents

- ❖ Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- ❖ Australian passport (including passports that have expired in the past 2 years)



- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

Secondary Documents

- Medicare Card
- Australian Drivers licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form.

Apply with a paper form

If you can't apply online or over the phone, you can apply using a downloadable form – Application for a director identification number (NAT75329, PDF, 306KB). This is a slower process and you will also need to provide certified copies of your documents to verify your identity.

In addition to the information requested on the application form, you will need to provide certified copies of:

- One primary and two secondary identity documents, or
- Two primary and one secondary identity documents.

Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past 2 years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

Secondary Documents

- Medicare Card
- Australian Drivers licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form.

Certifying your documents

Copies of documents you provide to support your application must be certified as true and correct copies of the original document by an authorised certifier.

To certify your documents:

- photocopy them
- ensure the copy and any photograph is clear and identifiable
- take the copies and originals to an authorised certifier.

Authorised certifiers

The following people can certify copies of your original identity documents as true and correct:

- Barrister
- Solicitor

- Medical practitioner
- Judge
- Justice of the Peace (JP)
- Minister of religion (who is authorised to celebrate marriage)
- Police officer
- Bank, building society or credit union officer with at least 5 years of service
- Sheriff's officer
- Commissioner of Declarations (in Queensland only).

A certifier should never witness documents:

- for their family, business, clients, employer or any other person where it could create a real or perceived conflict of interest
- connected with matters in which they have an actual or perceived personal or financial interest.

Copies certified by a registered tax or ASIC agent cannot be accepted, as your ongoing commercial relationship could create a real or perceived conflict of interest for them.

How documents are certified

An authorised certifier must, in the presence of the applicant, certify that each copy is a true and correct copy of the original document. This involves:

- sighting the original document
- stamping, signing and annotating the copy of the identity document to state, 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- initialling each page
- listing their name, date of certification, phone number and position.

The stamp must show the certifier's qualification, contact details including phone number, and reference number (if applicable).

If the stamp does not include their name or contact details, they should print them underneath their signature.

Don't send your original documents as documents you send may not be returned to you.

A document that has been altered or corrected and initialled is not acceptable.

Further information about the application process, and step-by-step instructions, can be found via this link: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

How can we help?

If you have any questions or would like further information about director IDs, please feel free to give the GTP team a call, or arrange a time for a meeting, so we can discuss your requirements in more detail. Although we are unable to apply for a director ID on your behalf, we would be more than happy to guide you through the process.



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