

July 2020

**RE: 2020 Income Tax Return Checklist**

ACN 138 063 064  
ABN 65 302 567 149

**Incorporating:**

BJSM Accountants  
Finserv Pty Ltd  
Treasor Accountants  
I R Khan & Co Pty Limited

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Please find attached a link to download our 2020 Income Tax Checklist, for your information and completion :

1. [LMS ADVISORY - 2020 Individual Tax Return Checklist - Excel Format](#)
2. [LMS ADVISORY - 2020 Individual Tax Return Checklist \(PDF\)](#)

We are located at Level 6, 91 George Street, Parramatta. The office is open from 9.00am to 5.30pm and closed for lunch between 1.00pm and 2.00pm. Appointments outside of these hours and on Saturdays are available by Zoom only. Please speak to your accountant or one of our admin team to schedule, as different accountants have different availabilities/pre-commitments.

Due to Covid-19 safety measures put in place to make LMS Advisory a **Covidsafe** business; in-office appointments will be extremely limited until January 2021 at the earliest. To maintain a personal connection with our clients, we have implemented new technologies which will enable you to discuss your tax affairs via Zoom teleconference or phone consultation with your accountant, either in advance or post-completion of your returns. In most cases, the entire return process can be managed remotely without the inconvenience of needing to attend the office.

Our preferred and most efficient method of receiving your tax paperwork is by scanning and emailing your checklist and associated work papers/receipts to **[admin@lmsadvisory.com.au](mailto:admin@lmsadvisory.com.au)** in advance of your appointment. Please remember to include the completed checklist with your work papers when you return it to us.

From 1 July 2020, our fee for a basic 2020 Income Tax Return starts at \$220 + GST

LMS Advisory has set a business goal to become a paperless office. This increases the efficiency of our services to you, accessibility to your tax return data and reduces unnecessary environmental impact. To further this objective; all tax returns completed will be emailed to you for electronic signature using Docusign. This is completely secure and unique to your email address which only you can access. We have been testing the Docusign Electronic signature procedure in 2020 and have had great feedback to date.

If you would like more information regarding any of the above, please visit <https://www.lmsadvisory.com.au/resources/media/tax-return-preparation/> or contact our office.

We look forward to working with you again soon.

Kind Regards



Alexander Laureti  
Director