

**INFORMATION FOR INCOME TAX RETURN – CLIENT CHECKLIST  
INDIVIDUALS**

To assist us in preparing your income tax return, please use this checklist when compiling your information.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check income declared on your return against independent sources. In particular, this applies to PAYG payment summary income, interest received and dividends.

FIRST NAME: \_\_\_\_\_ FAMILY: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

SPOUSE NAME: \_\_\_\_\_ FAMILY: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

SPOUSE TAXABLE INCOME: \$ \_\_\_\_\_  
(Please provide a copy of PAYG payment summary if available)

SPOUSE REPORTABLE FBT AMOUNTS: \$ \_\_\_\_\_

SPOUSE REPORTABLE SUPER CONTRIBUTIONS: \$ \_\_\_\_\_

NUMBER OF DEPENDANT CHILDREN: \_\_\_\_\_

CONTACT NUMBERS:

(H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS (If different to the above address) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Income Tax Returns will be sent to your nominated email address as soon as completed.**

**TAX REFUND**

The ATO will no longer issue refund cheques therefore we require your account details so your refund can be credited to your account.

Name of Account: \_\_\_\_\_

BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**HOW ARE YOU PAYING YOUR ACCOUNT**

Deduction of our fees from your refund

**\*By ticking this box, I authorize, Bell Partnership to deduct my fee and deposit the balance to my account as previously notified. I acknowledge that this will incur a \$55 administration charge.**

Child support paid by you \_\_\_\_\_

Outstanding HECS/HELP debt: \_\_\_\_\_

**INCOME**

**1. PAYG Payment Summaries (formerly known as Group Certificates) (including pensions):**

Were you employed and in receipt of salary and wage income during the year?

Yes  (please attached all PAYG Payment Summaries received during the year) No

If yes, what was your Occupation: \_\_\_\_\_

**2. Other salary income (include details and amounts of any directors' fees, commissions etc.):**

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**3. Termination payments**

Did you receive any lump sum termination payments during the financial year?

Yes  (Please provide a copy of the ETP Payment Summary) No

**4. Interest**

Name of Bank	Account No.	YOUR SHARE of interest received	TFN withholding
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**5. Dividends**

**Please provide copies of dividend statements showing income received.** Please note: If you are on a **dividend reinvestment plan (DRP)**, which means you don't physically receive the cash dividend, rather the company uses that money to buy you more shares, it is still income and must be included in your return.

Name of Company	Unfranked	Franked	Imputation Credit
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**6. Trusts and Partnerships**

Did you receive any distribution income from trusts or partnerships during the year? (e.g. MLC, AXA, Colonial First State etc.)

Yes  (Please attach related annual tax statement) No

**7. Capital Gains**

Did you sell any assets such as shares or property that were acquired after 20 September 1985?

Yes  (Please complete the **Schedule of Additional Information** at the end of this checklist) No

**8. Rental Investment Property**

Did you have an ownership interest in a rental property during the financial year?

Yes  (Please complete the **Schedule of Additional Information** at the end of this checklist) No

**9. Employee Share Schemes**

Have you participated in an employee share scheme offered by your employer which has provided a discount benefit to you since 1/7/2009?

Yes  No

Your employer will provide a statement showing a breakdown of amounts to be included in your return under ATO guidelines. Please ensure copies of all statements are included for preparation of your tax return.

**DEDUCTIONS**

**Please ensure you are able to substantiate all claims, even if less than \$300**

**1. Motor Vehicle**

Did you use your own car for business/work purposes during the year? *(Please note that travel to and from work is not tax deductible)*

Yes  (If yes, please complete a) Log Book Method) No

**a) Log Book Method – Business use (%)**

Did you maintain a log book for a minimum of 12 continuous weeks?

Yes  (Please attach log book & complete below) No  (If no, please complete b) Kilometres Method)

**Motor Vehicle Expense Description:**

Insurance	\$
Interest on Borrowings	\$
Lease Charges	\$
Petrol & Oil	\$
Registration	\$
Repairs & Maintenance	\$
Tolls	\$

**b) Kilometres Method:**

If you use your car for work, but have not kept a logbook. Please advise the number of kilometres you would have travelled for work. The maximum the ATO allows you to claim is 5,000 kilometres

Kilometres: \_\_\_\_\_

**2. Work Uniform**

Does your employment require you to wear a logo uniform or protective clothing?

Yes  (Please complete below table) No

**Work Uniform Expense Description:**

	\$
	\$
	\$
	\$

For guidance as to what constitutes deductible work uniform expenses, please visit: <http://www.ato.gov.au/>

**3. Self-Education Expenses**

Have you undertaken any courses or professional development directly related to your employment during the year for which costs in excess of \$250 were incurred?

Yes  (Please complete below table) No

**Self-Education Expense Description:**

	\$
	\$
	\$
	\$

For guidance as to what constitutes deductible self-education expenditure, please visit: <http://www.ato.gov.au/>

*Note: If you have attended University, now or in the past and are paying off your fees through HELP (formerly HECS), please provide us with your most recent HELP statement to include in your return*

**4. Other Work-Related Expenses (including travel expenses)**

Have you incurred other expenditure directly related to your employment during the year?

Yes  (Please complete the **Schedule of Additional Information** at the end of this checklist to summarise your work-related expenditure) No

For guidance as to what constitutes deductible work related expenditure, please visit: <http://www.ato.gov.au/>

**5. Gifts / Donations**

Did you make any gift/donations over \$2 to a charitable organisation registered as a deductible gift recipient? Please provide details below:

Name of Organisation	Amount

**6. Income Protection Insurance Expenses**

Did you have an income protection policy during the year?

Yes  (Please attach related statement)

No

**REBATES**

**1. Superannuation**

Have you made any contributions to a superannuation fund on behalf of your spouse?

Yes

No

Details of contributions (made on behalf of your spouse):

Name of Fund: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Amount contributed: \_\_\_\_\_

Details of contributions **if you are self-employed**:

Name of Fund: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Amount contributed: \_\_\_\_\_

## 2. Private Health Insurance

If you and/or your family has private health insurance please provide us with a copy of the annual tax statement that you would have received from your Health Insurance Fund at the end of the financial year.

*Please note that you are required to forward all the above documents to us for preparing your financial statements and income tax return. The above list of documents, while being quite comprehensive, is not meant to be exhaustive.*

*If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to contact us.*