

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: _____

Name of Financial Institution: _____

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.):

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) Kilometers Method:

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

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

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: _____