

INFORMATION FOR TAX RETURN CHECKLIST- INDIVIDUALS

For year ended 30th June 2011

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Returns are not due for lodgement until May 2012, please advise:

- a. Is your Return required urgently (in peak period July / December there is a six to eight week turnaround.

Yes No (refer B)

- b. If not require urgently, indicate period that would be suitable:

9 – 15 weeks 16 – 24 weeks Anytime before Due Date

NAME: _____ **OCCUPATION:** _____

PHONE NO. DAYTIME: _____ **AFTER HOURS:** _____

EMAIL ADDRESS: _____

NAMES OF DEPENDANT CHILDREN

DATE OF BIRTH

INCOME:

1. **PAYG Summaries** (inc. Government & Superannuation pensions, foreign employment & paid parental leave from Centrelink)

Yes No

Number of certificates attached _____

2. **Other Salary income:** (includes any directors' fees, commissions etc.)

3. **Termination Payments** (if you received a lump sum termination please provide Eligible Termination Statement)

Applicable Yes No

4. **Interest** (money received on your bank accounts)

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	Joint Account?
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5. **Dividends**

Please provide copies of dividend statements of income received: also note that if you are on the dividend reinvestment plan which means you don't physically get the money to bank, the fund uses that money to buy you more shares that this is still income and must go in your return

6. **Trusts and Partnerships:** (i.e. example of trusts is BT funds, Merrill Lynch, AXA etc.). Name of trust or partnership – Please provide annual tax statements to show income from the funds you list.

7. **Capital Gain:** Did you sell any assets such as shares or property which were acquired after 20 September 1985.

Applicable Yes No

If yes then please provide documentation of when it was purchased / cost and also documents on sale / funds received etc.

8. **Rental Income:** Please attach details of the amount of rent received and all expenses in their separate categories. Please supply settlement letter and purchase documents if you acquired property after 1st July 2010. If the building was constructed after 1985, please call to discuss a quantity surveyors report.

- Private expenses incurred over the period – such as stationary costs, maintenance and the purchase of new equipment
- Rent statements from agent
- Loan details and interest
- Any travel expenses you have done to and from the property in relation to the rental property – please keep a record of the km's travelled.
- Any phone expenses that have been incurred in dealing with the rental property
- Any structural improvements to the property
- Body Corporate, Rates, Insurance and any repairs not paid by the agent.

List of rental properties, all information is attached for each:-

9. **Employee Share Schemes** – Please provide details of any shares acquired in your capacity as an employee.

10. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories please provide details.)

DEDUCTIONS:

1. **Motor Vehicle:** Did you use your own car for business / work purposes through the year:

Yes No

There is currently 4 ways that a deduction can be claimed: Cents per kilometre method, 12% of original value method, One third of actual expenses method, and the Log book method. If yes then please provide one of the following:-

Log Book Method – Business % use

The log book must contain at least 12 continuous weeks, the odometer reading at the beginning and of each journey, the day the journey began and the day it ended, the amount of kilometres travelled in the journey, and the purpose of each journey.

Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

If you have a loan for the vehicle please provide details of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract.

If you had a lease for your vehicle please provide figures of your lease payments.

Kilometres Method: You haven't kept a log book but use your car for work. Let us know how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5000 kilometres.

Kilometres: _____

Car Engine Size: (in litres i.e. 1.6 litres): _____

2. **Work Related Travel:**

Please provide details of cost such as tolls, parking and hire of third party vehicles

These are expenses incurred where you are required to work away from home at least overnight or longer and can include meals, accommodation, car hire, airfares and other incidentals

Similar costs for overseas travel costs can be claimed but a travel diary must be maintained

3. **Work Uniform:** Do you have to wear a logo uniform or protective clothing?

Yes No

If yes were you out of pocket through the year for purchasing any new items or the dry cleaning of these (if so please provide details).

4. **Self Education Expenses:** Do you have self education expenses that relate to your work activities?

Yes No

If you were out of pocket while studying please provide details of these expenses. These may include any related fees, textbooks, stationery, student union fees etc. The travel expenses that are able to be deductible include travel between:

- Home and your place of work
- Your place of education and home
- Work and your place of education and
- Your place of education and work

Note: If you have attended University now or in the past and are paying off your fees through HELP please provide us with your HELP statement to include in your return.

5. Other Work Related Deductions:-

- Diary / stationary / work materials _____
- Union fees / professional bodies _____
- Sickness & accident insurance / income protection _____
- Donations / school building fund _____
- Seminar costs or self education _____
- Home Office costs _____
- Computer, telephone and internet costs _____

6. Superannuation:

- a) If you are self employed, please provide details of contributions you made to your superannuation for the financial year.

7. Other: (Any costs you incurred that was directly related to your job). Please provide details.

REBATES:-

1. Private Health Insurance:-

Do you have private health insurance? Yes No

If yes please provide us with copy of the health fund statement they send you after the end of the financial year, this will tell us if you are entitled to a rebate.

2) Spouse/Children

- Did you make any after tax contributions to your superannuation fund for yourself or your spouse? Yes No
Amounts: Self: \$ _____
Spouse: \$ _____

- Did you have a spouse/children for the full financial year Yes No
- Is your spouse/children dependant (earns less than \$6000) Yes No
- Does your spouse/children receive any benefits from Centrelink Yes No
- Do you have education expenses for your children? Yes No

Details of benefits

3) **Medical Expenses:** You may be entitled to a rebate if your out of pocket expenses on medical exceeds \$1500.00. (This means if you are in a private health fund, the portion of which you don't get money back.)

If the total medical expenses exceed \$1500.00 you are entitled to a 20% rebate on the amount over the \$1500.00 threshold.

Please provide a summarised total of your expenses (the out of pocket amounts only).

4) **OTHER:** Any other details of information which you are unsure of category and would like us to be aware of: eg Child Care, Baby Bonus

5) Please provide the following information which is required for the new Income Tests for a number of offsets:

- Tax Free Government pensions
- Child Support paid
- Any tax free foreign income not already disclosed