



INFORMATION FOR TAX RETURN CHECKLIST

For year ended 30th June 2011

IMPORTANT NOTE – WORKFLOW MANAGEMENT

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

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

Yes No (refer B)

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

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

C111 BUSINESS
PROPER
TAXATION

count it • grow it • keep it

NAME: _____ **OCCUPATION:** _____

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

EMAIL ADDRESS: _____

POSTAL ADDRESS _____

NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH
_____	_____
_____	_____
_____	_____
_____	_____

INCOME:

- 1. **Group Certificates** (including pensions) Yes No
Number of PAYW Payment summaries 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 – ETP Statement)
Applicable Yes No

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

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

5. **Dividends**

Please provide copies of dividend statements of income received. Also note that if you are on the **dividend reinvestment plan (DRP)** which means you don't physically get the money to bank [the company uses that money to buy you more shares] that this is still income and must go in your return.

Name of Shares	# of Shares Held	Amount Received \$

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

7. **National Rental Affordability Scheme:** Did you provide any rental under the National Rental Affordability Scheme? If so, please supply details.

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

State Yes No

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

9. **Rental Income:** Please attach details of the rent received and all expenses in their separate categories. Please supply settlement sheets and purchase documents for property acquired.. Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager for a referral/form of the firm we use.

List of rental properties, (information is in the attached schedule for each property):-

10. **Foreign Sourced Income:** Did you have any foreign income, including rental properties that are positive and negatively geared? If so please provide details.

11. **Business Sourced Income:** Did you have any business income? If so please provide details including any capital purchases over \$1,000.

12. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories – for example please provide details of any **employee share or options** acquired)

DEDUCTIONS: Please ensure you are able to substantiate all claims, even if less than \$300. Refer to tax tips for more information.

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

Yes No

If yes then please provide one of the following:-

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)
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): _____

1/3rd Business Use/12% Method: Did you travel more than 5,000 business kilometres during the year [but you have not kept a log book]?

Yes No

If yes, please contact your client manager to discuss the other options available.

2. **Work Related Travel Expenses:** Domestic: Generally requires you to sleep away from home. Expenses include meals, accommodation, car hire and incidentals. You can use the set Tax Office rate or actual expenses.

Overseas: Must have documentary evidence as well as diary. Substantiation is not required where 'reasonable allowance' paid by employer for accommodation (domestic only), food, drink and incidentals if allowance is within the ATO limits.

Yes No

If yes provide number of days away and to which destination for trip. Provide a summary of expenses for each trip.

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 (if so please provide details).

4. **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 _____

5. **Other:** (Any costs you incurred that were directly related to your job). Please provide details.

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

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) **Educational Tax Refund:-**

Do you have primary or secondary school age children? If so a 50% rebate to a maximum of \$397 for Primary and \$794 for Secondary school is allowable.

Note you must be receiving or entitled to receive Family Tax Benefit Pat “A” from Centrelink to receive this refund.

Expenses include:

- Laptops
- Home computers and associated costs
- Related computer equipment (e.g. print; USB flash drives)
- Home internet connections
- Software used for educational purposes (e.g. word processing, spreadsheet, anti-virus)
- School textbooks
- Prescribed trade tools
- Stationery
- Uniforms approved by the school but not necessarily compulsory to wear

Please provide a list of receipts held and to which child and schooling level they relate.

NB School fees are not included.

<u>Name</u>	<u>P/S</u>	<u>Description</u>	<u>Amount</u>

3) **Spouse**

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

Details of benefits

4) **Superannuation:**

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

- b) Have you made any personal contributions to your superannuation fund? If so you may be entitled to super co-contributions (conditions apply). We do not require any information for your tax return as the process to claim this is automatic between the Australian Taxation Office and your superfund upon lodgement of your tax return.

- c) Have you made superannuation contributions on behalf of your spouse?

5) **Medical Expenses:** You may be entitled to a rebate if your out of pocket expenses on medical exceeds \$2,000.00. (This means if you are in a private health fund, the portion of which you don't get money back.) (Medical Expenses cannot include any cosmetics)

If the total medical expenses exceed \$2,000.00 you are entitled to a 20% rebate on the amount over the \$2,000.00 threshold.

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

6) **Child Care :**

- a) Have you incurred costs during 1 July **2010** to 30 June **2011** for approved (not registered) out-of-pocket child care fees (gross fees payable less benefit received from Centrelink)

Yes No

If yes then child care benefit claims for the period 1 July **2010** to 30 June **2011** **will be processed directly with Centrelink along with your Family Tax Benefit Claims.**

7) **OTHER:** Any other information which you are unsure of, or which you would like us to be aware of :

RENTAL PROPERTY ANNUAL INCOME & EXPENSES

Taxpayer name

Year

PROPERTY DETAILS:

Address.....

P/Code.....

Ownership

Purchase (Contract) Date

Date first rented

Weeks rented this year.....

PURCHASE COSTS:

BORROWING EXPENSES

Purchase Price	Loan fees
Conveyancing	S/D on mortgage
Stamp Duty	Mortgage Insurance
Other	Other
Renovations	Total
Total	

Income for year

Rent		
Other Income		
Total		

Expenses

Item	Date	Account Ref	Paid to	Amount	Total
Advertising for tenants					
Body Corporate fees					
Cleaning					
Council Rates					
Gardening/lawn mowing					
Insurance (L/Lord & prop)					
Interest on loans					
Land Tax					
Legal Fees					

Pest Control					
Property Agent fees					
Repairs & maintenance (Dates & type)					
Stat'y, phone, postage					
Travel Expenses					
Water Charges					
Sundry rental expenses					

Plant and furniture additions, changes, scrapping during year **Y/N**

Renovations during year **Y/N**

Loan refinancing during year **Y/N**

TAXPAYER'S DECLARATION

I declare that all the information I have given is true and correct.

Taxpayer's signature..... Date: