INFORMATION FOR 2017 TAX RETURN CHECKLIST

INDIVIDUAL

IMPORTANT NOTE – WORKFLOW MANAGEMENT

We shall endeavour to ensure that your Individual tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 15th February 2018. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that your 2017 tax return is lodged in time.

NAME: ____________________ **OCCUPATION:** ____________________

D.O.B ____________________ **TFN** ____________________

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

EMAIL ADDRESS: ____

POSTAL ADDRESS ____

NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH

IMPORTANT NOTE -ATO EFT Refunds from 1 July 2014

From 1 July 2014 the ATO will be issuing all Individual Income Tax Refunds via Electronic Funds Transfer (EFT) only.

In order for us as tax agents to comply with this change, we will require details of a nominated bank account for each individual (including children) to have your refunds deposited into. This account does not have to be solely held in your name, if you prefer to use a joint account then you are able to do so.

BSB: ____________________

ACCOUNT NUMBER: ____________________

ACCOUNT NAME: ____________________

INCOME:

1. ***Group Certificates*** (including pensions) Yes ☐ No ☐

   Number of certificates attached ______________________

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

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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.

ASX Code	No. of shares	Unfranked Dividend	Franked Dividend	Franking Credit

Please provide your own list if more convenient.

6. ***Employee Shares/Options:*** Have you received any Shares and/or Options under the Employee Share Scheme?

   Yes ☐ No ☐ If yes, please attach the Employee Share Scheme Statement issued by the employer.

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

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

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9. ***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**.*

   Shares - Sales

   Please provide buy & sale contracts

   Property

Purchase documents	Sale Documents
• Contract of sale ☐	• Contract of sale ☐
• Settlement Statement ☐	• Settlement Statement ☐
• Statement of Adjustments ☐	• Statement of Adjustments ☐
• Stamp duty ☐	• Conveyancing fees ☐
• Transfer of land registration ☐	• Agent commission ☐
• Conveyancing fees ☐	
• Buyers advocate fee ☐	

10. ***Rental Income****:* Please attach details of the rent received and all expenses in their separate categories. Please supply Lawyers settlement sheets, contract exchanged and agent's invoice, if any, for property acquired. Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager.

    Refer to the attached schedule for details required for each property.

11. ***Foreign Sourced Income***: Did you have any foreign income, including rental properties that are positive and negatively geared? If so please provide details.(This may also include managed funds statements ie. Platinum International, etc)

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

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13. ***Any other income***: Did you receive any government allowances, pensions & payments (eg. Newstart, Youth Allowance, Austudy, Australian Government Disaster Recovery Payment & Natural Disaster Relief Recovery Arrangements).

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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:-

   <u>Log Book Method – Business % use</u> (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.

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   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.

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

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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 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).

3. ***Other Work Related Deductions***:- (please provide receipts where possible)

   ☐ Work related travel expenses ______________________________

   ☐ Union fees / professional bodies ______________________________

   ____

   ☐ Home office expenses

   ☐ (number of hours spent working from home per/week)

   ____

   ☐ Total electricity & gas bills for financial year ______________________________

   ☐ Home office size in relation to total home floor space (eg 15%) ______________

   ☐ Telephone (incl. mobile) and Internet expenses. (The ATO is now requiring a four week diary record be maintained for these forms of usage for verification purposes)

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   ____

   ☐ Diary / Stationery / Printing ______________________________

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- ☐ Tools and equipment ____________________
- ☐ Seminar costs or self education ____________________

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

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5. **Income Protection Insurance Deductions**

- ☐ Do you have tax deductible Income Protection Insurance Yes / No

Please provide details of your insurance policies.

Policy Type	Sum Insured	Insurer	Premiums $	Premium Frequency

REBATES:

1) ***Private Health Insurance***:

Do you have private health insurance Yes ☐ No ☐

If yes you must 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***

- Did you have a spouse for the full financial year Yes ☐ No ☐
- Does your spouse receive any benefits from Centrelink Yes ☐ No ☐

Details of benefits

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3) ***Superannuation:***

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

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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. If yes, please provide details of contributions you made to your superannuation for the financials year.

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c) Have you made superannuation contributions on behalf of your spouse? Yes ☐ No ☐

4) ***Medical Expenses***:

The medical rebate has now been removed except for medical expenses in relation to disability aids, attendant care or aged care. Please provide a schedule of these expenses where applicable.

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OTHER: Any other information which you are unsure of, or which you would like us to be aware of : Please note FIFO and DIDO workers no longer eligible for zone rebates from 1 July 2015.

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RENTAL PROPERTY ANNUAL INCOME & EXPENSES
(Please provide copies of statements & receipts)

Taxpayer name Year

PROPERTY DETAILS:

Address……………………………………………………………………………………………
P/Code…………….

Ownership

Purchase (Contract) Date
Date deposit was paid
Settlement Date **Date first rented** **Weeks rented this year**

PURCHASE COSTS:	**BORROWING EXPENSES**
Purchase Price	
Conveyancing	**Loan fees**
Stamp Duty	**S/D on mortgage**
Other	**Mortgage Insurance**
Renovations	**Other**
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)					
Stationary, phone, postage					
Travel Expenses					
Water Charges					
Sundry rental expenses					

Plant and furniture additions, changes, scrapping during year **Y/N**
(Please provide receipts for items over $300)

Renovations during year (Please provide itemised list) **Y/N**

Loan refinancing during year **Y/N**
(Please provide both the refinanced & new loan statements)

TAXPAYER'S DECLARATION

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

Taxpayer's signature……………………………………………………….. Date: …………………………….