

INFORMATION FOR TAX RETURN CHECKLIST – INDIVIDUALS

For year ended 30th June 2015

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your tax returns are not due for lodgment until May 2016, please advise:

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

Yes No (refer B)

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

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

NAME: _____ **OCCUPATION:** _____

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

EMAIL ADDRESS: _____

BANK DETAILS FOR ANY TAX REFUNDS:

ACCOUNT NAME: _____

BSB: _____
ACCOUNT NUMBER: _____

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? Y/N
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5. **Dividends**

Please provide copies of all dividend statements. Please note that if you are participating in dividend reinvestment plans, any dividends to which you are entitled are used to buy additional shares and are still considered taxable income to be declared in your return.

6. **Trusts and Partnerships:** (e.g. BT Funds Management, Colonial, Perpetual, 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, please provide documentation of when it was purchased/cost as well as 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 2014. If the building was constructed after 1985, please call to discuss a quantity surveyors report.

- Private expenses incurred over the period – such as stationery costs, maintenance and the purchase of new furniture/equipment
- Rental statements from agent
- Loan details and interest
- Any travel expenses you have incurred in relation to the rental property – please keep a record of the km's travelled, taxi fares, etc.
- Any phone expenses that have been incurred in dealing with the rental property
- Any structural improvements to the property
- Body corporate fees, council rates, insurance premiums 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 are currently four 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, please provide one of the following:

Log book method – Business % use

The log book must cover at least 12 continuous weeks, and detail the odometer readings at the beginning and end of each journey, the day the journey began and the day it ended, the amount of kilometres travelled, and the purpose of each journey.

Please provide details of all expenses you incurred during 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 agreement, please provide a copy of the purchase contract.

If you have a lease for your vehicle please provide details of your lease payments.

Cents per kilometre method

This method is applicable if you haven't kept a log book but use your car for work. Please provide how many kilometres you have travelled for work. The maximum the Tax Office allows you to claim is 5,000 kilometres.

Kilometres: _____

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

2. **Work Related Travel:**

Please provide details of costs such as road tolls, parking and hire of third party vehicles .

These are expenses incurred where you are required to work away form 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 dairy 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 incurred out-of-pocket expenses while studying please provide details. 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 deductions:-

- Diary/stationery/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 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 a copy of the health fund statement sent to you by your fund after the end of the financial year.

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

Details of benefits

3) Medical Expenses: You are only entitled to a rebate if you incurred out-of-pocket medical expenses for disability aids, attendant care or aged care, or if you were entitled to a rebate in both the 2013 and 2014 tax years.

The threshold for expenses and the rate of the rebate vary depending on your income and family situation. 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:

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

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