

Client's Personal Tax Return Checklist

Please update your details, if required:

Name: _____

Address: _____

Best phone number: _____

Email address: _____

DOB (if new client): _____

Tax File Number (if new client): _____

Income Details:

- | | |
|---|--------|
| 1 A copy of your group certificate / PAYG withholding summary statement | Yes/No |
| 2 Details of any interest received from bank accounts | Yes/No |
| 3 Details of any dividends received from 1/7 - 30/6 | Yes/No |
| 4 Details of any employee share schemes you received from your employer | Yes/No |
| 5 A copy of your ETP (eligible termination payment) from ex-employer | Yes/No |
| 6 Details of any income protection pay-outs | Yes/No |

Expenses:

- | | |
|--|--------|
| 1 <u>Personal car use - No Logbook</u> | Yes/No |
|--|--------|

If you've used your personal car for work related travel such as, travel to client meetings, suppliers, conferences, seminars, business meetings etc then you are able to claim the kilometers travelled at a set cents/kilometer rate. The maximum number of kilometers you can claim is 5000 klm per vehicle.

Total kilometer travelled for work purposes

(Please note, you can not claim travel to and from work unless you carry large machinery, toolboxes, merchandise etc)

Personal car use - Logbook

If you've kept a current/prior year logbook for your vehicle - you will need to provide the following totals:

- Fuel
- Rego
- Services
- Repairs
- Tyres
- RACQ
- Improvements & their purchase date (ie Towbar 02/11/2015)

If you've purchased your car during the year, please include

Tax Invoice	Yes/No
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Finance documents (ie 2 pgs that show repayments, term etc)	Yes/No
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- | | |
|------------------------------|--------|
| 2 <u>Work related travel</u> | Yes/No |
|------------------------------|--------|

If you have add any work related travel expenses such as parking at meeting, travel/accommodation at conferences, tolls to meeting/conferences etc then please bring the details and amounts.

- | | |
|------------------------------|--------|
| 3 <u>Laundry and Uniform</u> | Yes/No |
|------------------------------|--------|

You are able to claim the cost of compulsory monogrammed/logo uniforms industry specific clothing such as aprons for chefs etc. You can also claim protective clothing such as non-slips shoes, steel cap boots and high-vis.

- | | |
|-------------------------|--------|
| 4 <u>Study expenses</u> | Yes/No |
|-------------------------|--------|

If you have undertaken additional study expenses that relate to your

current employment (ie CPA degree for accountants, childcare certificates for childcare workers, apprenticeships expenses etc), you are able to claim any out-of-pocket expenses such as course fees, stationery etc.
(Please note that you cannot claim HELP repayments or costs)

5 Work related expenses

Yes/No

You are able to claim work related expenses such as union fees, income protection/sickness & accident insurance, subscriptions, membership fees etc

Other (if applicable):

Work-related use % of mobile & monthly plan cost:

work-related use % of internet & monthly plan cost:

Average no. of hours/week spent doing work at home:

6 Dividend deductions

Yes/No

If you have a loan used to purchase investments, you can claim the interest and loan fees paid.

7 Donations

Yes/No

You can claim donations paid to registered recipients.

8 Tax Agent Fees

Yes/No

You can claim your accountant's fees and the number of kilometers travelled to visit your accountant.

No. Of kilometers

9 Other:

Do you have an aged parent living with you?

Yes/No

Have you lived in a remote area within the year?

Yes/No

10 Business Income - Sole Traders Only

Yes / No

Please provide details of the income received and expenses incurred.

You can either summarise it on Excel / Paper

Please download our Sole Traders Checklist for further details

11 Capital Gains Tax

Yes / No

If you have sold any shares, managed funds, investment properties or collectible assets, please find the original purchase date and cost; and the sale date and price, along with any additional expenses incurred such as legal fees, stamp duty etc

12 Rent Property

Yes / No

If you have an investment property that is rented, please provide the following:

Rent received (agent's annual summary or your calculated total)

Total rates paid

Total insurance (property & landlord)

Total water rates paid

Total body corporate fees

Repairs & maintenance <\$300

Repairs & maintenance >\$300 (may need to depreciate if a replacement/improvement)

Will need to be itemised & detailed if expense >\$300

Agent's commissions

Interest on loans

Separate details of cost of any renovations / improvements

Separate details of furniture etc purchased

Any plant, equipment, furniture scrapped during year

Travel (kilometer if by car) to the property

Any private use (ie 7 days at the holiday rental)

Yes/No