

INFORMATION FOR 2013 TAX RETURN CHECKLIST- INDIVIDUAL

For year ended 30th June 2013

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As Tax Returns are usually not due for lodgement until after March 2014, 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

To confirm the exact due date for lodgement of your tax return, please contact our office.

NAME: _____ **OCCUPATION:** _____

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

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

TAX FILE NUMBER: _____ **DOB:** _____

BANK DETAILS: ACCOUNT NO _____ **BSB NUMBER:** _____

ACCOUNT NAME: _____

NAME OF DEPENDANT CHILD AND TAX FILE NUMBER _____ **DATE OF BIRTH** _____

NAME OF SPOUSE AND TAX FILE NUMBER _____ **DATE OF BIRTH** _____

The ATO require your bank details for refunds into a nominated bank account, as of 2013 income tax returns. We require payment at time of lodgement. Otherwise you can fill out a Client Authority Form allowing the refund to be deposited into our Trust Account. Please advise us on 5580 4455 if you require this form.

INCOME:

1. **PAYG Payment Summary** (including pensions) 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 Employment Termination Statement – ETP Statement)

Applicable Yes No

4. **Drawings from Superannuation Fund**

If you are under 60 years old as at June 30, 2013 and received pensions or lump sums from your superannuation fund please provide details below.

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

Please provide copies of bank statements confirming income received

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

If more accounts earned interest during the year please attach another page.

6. **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 in the 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 \$

If more shares earned dividends during the year please attach another page.

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

8. **Capital Gain:** Did you sell any assets such as shares or property which were acquired on or 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.

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 after 1st July 2012. 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, all information is attached for each:-

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: 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. In general, a log book will remain valid for 5 years.)

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, and 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.

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

Kilometers': _____

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

1/3rd Business Use/12% Method: Did you travel more than 5,000 business kilometers 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 Uniform:** Do you have to wear a logo uniform or protective clothing?

Yes No

If yes you 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 or statements showing expenditure.

- Diary / stationery / work materials _____
- Union fees / professional bodies _____
- Sickness & accident insurance / income protection _____
- Donations / school building fund _____
- Seminar costs or self education _____

4. **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) **Spouse**

Did you have a spouse for the full financial year Yes No

Is your spouse dependant (adjusted income less than \$9,702) Yes No

Does your spouse receive any of the following benefits from Centrelink:

Family Tax Benefit Part A

Family Tax Benefit Part B

What date was your spouse born? ____/____/____

Details of benefits

3) **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?

- 4) **Medical Expenses:** You may be entitled to a rebate if your out of pocket medical expenses exceed \$2,120.00. (This means if you are in a private health fund, the portion of which you don't get money back.) (Medical Expenses can include dental, optical etc, but cannot include any cosmetic work. Please contact your client manager for more details.)

If the total medical expenses exceed \$2,120.00 you are entitled to a 10-20% rebate on the amount over the \$2,120.00 threshold.

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

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

DIVIDENDS RECEIVED

<u>Name of Company</u>	<u>Unfranked Amount</u>	<u>Franked Amount</u>	<u>Imputation Credit</u>	<u>TFN Tax withheld</u>
Total				

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
Buying Agent's fees	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)					
Stationery, 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: