

# **2016 INDIVIDUAL CLIENT TAX RETURN CHECKLIST**

For year ended 30<sup>th</sup> June 2016

## **IMPORTANT NOTE – WORKFLOW MANAGEMENT**

As Tax Returns are usually not due for lodgment until after March 2017, 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  Any time before Due Date

**To confirm the exact due date for lodgment of your tax return, please contact your client manager.**

**NAME:** \_\_\_\_\_ **OCCUPATION:** \_\_\_\_\_  
**PHONE NO. DAYTIME:** \_\_\_\_\_ **AFTER HOURS:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_  
**TAX FILE NUMBER** \_\_\_\_\_

<b>NAMES OF DEPENDENT CHILDREN AND SPOUSE</b>	<b>DATE OF BIRTH</b>
_____	_____
_____	_____
_____	_____
_____	_____

<b>BANK DETAILS (FOR REFUNDS):</b>	<b>BSB:</b>
<b>ACCOUNT NAME</b>	<b>ACCOUNT NUMBER</b>
_____	_____

## **INCOME:**

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

Applicable

Yes

No

4. **Drawings from Superannuation Fund**

If you are under 60 years old as at June 30, 2016 and received pensions or lump sums from your superannuation fund please provide details below.

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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 \$	% of Ownership?

If more accounts earned interest during the year, please complete attached [schedule](#).

6. **Dividends**

**Please provide copies of dividend statements for dividends paid during the period 1/7/15 to 30/6/16.** Note: if you have a **dividend reinvestment plan (DRP)**, which means you do not physically receive the money but purchase more company shares, the dividend amount is still income and must be declared in your return. Please complete the attached [schedule](#).

7. **Trusts and Partnerships:** (For example BT funds, Merrill Lynch, AXA etc. and privately owned trusts such as family trusts). List the name of trusts or partnerships and please provide Annual Tax Statements from public entities or distribution statements from private entities.

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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 on or after 1<sup>st</sup> July 2015. 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 your rental properties below and attach all supporting information regarding income and expenses for each: -

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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.)

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**DEDUCTIONS:** Please ensure you are able to substantiate all claims, even if less than \$300.

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

Yes

No

If yes, please provide information for one of the following methods chosen (1.1 or 1.2): -

1.1 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 specify the business %: \_\_\_\_\_

Car price and GST amount: \$ \_\_\_\_\_

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.

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

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**1.2 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 5,000 kilometres.

Kilometres travelled: \_\_\_\_\_

**2. Other Work Related Deductions.** (Any costs you incurred that directly related to your job)  
**Please provide receipts or statements showing expenditure.**

	\$
Dues & subscriptions paid to work related bodies. (i.e. business and professional associations)	
Home office expenses	
Licences/Registration and Certificates	
Professional or trade reference books, technical journals & periodicals	
Tools & Equipment including laptops and tablets	
Seminar costs or self-education	
Work Related Communications Costs a) mobile phone b) partial rental costs c) telephone calls d) answering machine (only if on call) e) pager rental (only if on call)	
Work uniform costs (must have business logo, be occupation specific or be protective clothing)	

**3. Other Deductible Expenses.**  
Please provide receipts or statements showing expenditure

	\$
Gifts / Donations to specified charities / school building fund	
Sickness & accident insurance / income protection	

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Cost of managing tax affairs	
Interest or fees paid related to your investment income	

4. **Do you have a HELP, HECS or SSL debt?** Yes  No

5. **Other:** Please provide details.

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## REBATES:-

1) **Private Health Insurance:** -

Do you have private health insurance Yes  No

If yes, please provide us with a copy of the health fund statement sent to you after the end of the financial year

2) **Spouse**

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

• If part year: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

• What date was your spouse born? \_\_\_\_/\_\_\_\_/\_\_\_\_

• What is your spouses' taxable income? \_\_\_\_\_

• Did your spouse receive any reportable fringe benefits? \_\_\_\_\_

• Did your spouse receive any pension payment? Please give details and amount.

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• Did your spouse receive any reportable employer superannuation contributions? \_\_\_\_\_

3) **Superannuation:**

If you are self-employed, please provide details of contributions you made to your superannuation for the financial year.

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Have you made superannuation contributions on behalf of your spouse?

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- 4) **Medical Expenses:** You may be entitled to a rebate if you had expenses relating to disability aids, attendant care or aged care.

You are generally entitled to a 20% rebate on the amount over the \$2,265 threshold. However, if you have an adjusted income above \$90,000 (if single at June 30, 2016) or \$180,000 (if couple or family at June 30, 2016), you are only entitled to a 10% rebate on amounts over the \$5,343 threshold.

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

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

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	Joint Account?
<b>TOTAL</b>				

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## 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				

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