

2017 INDIVIDUAL CLIENT TAX RETURN CHECKLIST

For year ended 30th June 2017

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As Tax Returns are usually not due for lodgment until after March 2018, 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 _____

NAMES OF DEPENDENT CHILDREN AND SPOUSE

DATE OF BIRTH

BANK DETAILS (FOR REFUNDS):

BSB: _____

ACCOUNT NAME

**ACCOUNT
NUMBER**

INCOME:

1. ***PAYG Payment Summary*** (including pensions) Yes ☐ No ☐

Number of certificates attached _____

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

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

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, 2017 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 \$	% 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 1/7/16 to 30/6/17. 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.

8. **Capital Gain:** Did you sell any assets such as shares or property (including personal use assets valued at more than \$10,000 or collectables purchased for more than \$500) 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 1st July 2016. 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: -

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.

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.

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

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.

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

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

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

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

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.

• 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.

Have you made superannuation contributions on behalf of your spouse?

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

- 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 \$2,299 threshold. However, if you have an adjusted income above \$90,000 (if single at June 30, 2017) or \$180,000 plus \$1,500 for each depended child (if couple or family at June 30, 2017), you are only entitled to a 10% rebate on amounts over the \$5,423 threshold.

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

- 5) **Early stage venture capital limited partnership and early stage investor:** You may be entitled to tax offsets if you contribute or invest in qualifying early stage entities. Please provide details of contributions or investments in early stage enterprises.

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

INTEREST RECEIVED

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

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

DIVIDENDS RECEIVED

Total

Disclaimer: These notes are intended to be a guide only. Business Intranet Systems Pty. Ltd. (BIS), its directors, employees and consultants expressly disclaim any and all liability to any person, whether a purchaser or not, for the consequences of anything done or omitted to be done by any such person relying on a part or the whole of the contents. Do not act on the information without first obtaining specific advice regarding your particular circumstances from a tax professional.

© 2017 Business Intranet Systems Pty Ltd. This document is protected by international copyright laws. It is for your internal use only. Unauthorised distribution or reproduction of this information, or any part of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.