# INFORMATION FOR 2019 TAX RETURN CHECKLIST INDIVIDUAL

#### **IMPORTANT NOTE – WORKFLOW MANAGEMENT**

NAME (First, Middle and Last Name):

We shall endeavour to ensure that your Individual tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 31st of March 2020. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that your 2019 tax return is lodged in time.

**OCCUPATION:** 

D.O.B	TFN
PHONE NO. DAYTIME:	AFTER HOURS:
EMAIL ADDRESS:	
POSTAL ADDRESS	
NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH
MPORTANT NOTE - ATO Electronic Fund Tra From 1 July 2014 the ATO will be issuing all Individu Fransfer (EFT) only.	
n order for us as tax agents to comply with this coank account for each individual (including child account does not have to be solely held in your root are able to do so.	ren) to have your refunds deposited into. This
BSB:	
ACCOUNT NUMBER:	
ACCOUNT NAME:	

## **INCOME:**

1.	Income Statements (formerly PAYG Summaries or Group Certificates) (including pensions)						
	YES	NO					
	Number of cer	tificates attached	d				
2.	Other Salary	income: (inclu	des any directors'	fees, comn	nissions etc.)		
3.	<ol> <li>Termination Payments (if you received a lump sum termination please provide Eligible Terminat Statement – ETP Statement)</li> </ol>						
	Applicable	YES	NO				
4.	Interest (mon	ney received on y	your bank accounts	s)			

NAME OF BANK	ACCOUNT NO.	TOTAL INTEREST RECEIVED \$	TFN WITHHOLDING \$	JOINT ACCOUNT?

### 5. 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 to bank [the company uses that money to buy you more shares] that this is still income and must go in your return.

ASX CODE	NO. OF SHARES	UNFRANKED DIVIDEND	FRANKED DIVIDEND	FRANKING CREDIT

Please provide your own list if more convenient.

6.	Employee Shares/Options: Have you received any Shares and/or Options under the Employee
	Share Scheme?

YES NO

If YES, please attach the Employee Share Scheme Statement issued by the employer.

- 7. **Trusts and Partnerships**: (i.e. example of trusts is BT, Perpetual, Colonial First State, etc.). Name of trust or partnership Please provide documents (including year-end Tax Statements) to show income from the funds you list.
- 8. **National Rental Affordability Scheme**: Did you provide any rental under the National Rental Affordability Scheme? If so, please supply details.
- 9. **Capital Gain**: Did you sell any assets such as shares or property which were acquired after 20 September 1985.

YES NO

If Yes, then please provide documentation of when it was **purchased / cost** and also documents on sale / funds received etc.

Shares - Sales

Please provide buy & sale contracts

#### **PROPERTY**

PURCHASE DOCUMENTS	SALE DOCUMENTS
Contract of sale	Contract of sale
Settlement Statement	Settlement Statement
Statement of Adjustments	Statement of Adjustments
Stamp duty	Conveyancing fees
Transfer of land registration	Agent commission
Conveyancing fees	
Buyers advocate fee	

10	Rental Income: Please attach details of the rent received and all expenses in their separate
	categories. Please supply Lawyers settlement sheets, contract exchanged and agent's invoice, ifany
	for property acquired. Should you require the services of a Quantity Surveyor for a depreciation repo
	please contact your client manager.

Refer to the attached schedule for details required for each property.

11.	<b>Foreign Sourced Income</b> : Did you have any foreign income, including rental properties that are positive and negatively geared? Have you paid any foreign tax? If so, please provide details. (This may also include managed funds statements i.e. Platinum International, etc)
12	. <b>Business Sourced Income</b> : Did you have any business income? If so, please provide details including any capital purchases over \$20,000.
13.	<b>Any other income</b> : Did you receive any government allowances, pensions & payments (e.g. Newstart, Youth Allowance, Austudy, Australian Government Disaster Recovery Payment & Natural Disaster Relief Recovery Arrangements).
14	Loans Are your loans looked after via a broker or directly through a bank manager?

**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 theyear:

Yes No

If Yes, then please provide one of the following:

CAR TYPE	REGISTRATION NUMBER:	
PURCHASE DATE	PURCHASE COST:	

**Log Book Method – Business % use** (please ensure you keep a log book for a continuous period of 12 weeks. If the logbook is over 5 years old or there is significant change in work related usage of vehicle, please provide a new logbook.) 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, if you have a hire purchase please provide a copy of the purchase contract.

kil		<b>Method</b> : You haven't kept a log book but use your car for work. Let us know how many ou would have travelled for work. The maximum the tax office allows you to claim is 5000 for the contractions.		
Ki	lometres:			
Ca	ar Engine S	Size: (in litres i.e. 1.6 litres):		
W	ork Unifo	<b>orm</b> : Do you have to wear a monogrammed uniform or protective clothing?		
YE	ES	NO		
		rou out of pocket through the year for purchasing any new items (If so, please provide ase provide details of uniform maintenance (laundry/dry cleaning, etc.)		
0	ther Worl	k-Related Deductions: (please provide receipts where possible)		
	Work rela	ated travel expenses		
☐ Union fees / professional bodies☐ ☐ Home office expenses				
		□ Total electricity & gas bills for financial year		
		☐ Home office size in relation to total home floor space (e.g. 15%)		
	•	ne (incl. mobile) and Internet expenses. ( <i>Please Note</i> : The ATO is now requiring a four- y record be maintained for these forms of usage for verification purposes. Should you ore information in regard to this matter please contact your client manager for more details.)		
	require m			
	require m			

	□ Tools and equipment						
	□ Seminar costs or self-education						
4.	Other: (Any cos	sts you incurred that	at were directly re	lated t	o your job). Pleas	e provide details.	
		_					
5.		ion Insurance De			0 VEO	NO	
	·	tax deductible Inc			ce? YES	NO	
-	Please provi	de details of your	insurance policies	:			
	POLICY TYPE	SUM INSURED	INSURER		PREMIUMS \$	PREMIUM FREQUENCY	
6.	Gifts & Donatio	ns: Did you make	any gifts or dona	tions o	during the financial	year?	
	YES	NO					
	If VES please n	rovide details of ye	our donations:				
	ii 120, picase pi		our donations.				
	ENTITY			AMOU	NT DONATED		
7.		_		g tax ı	eturns and other a	accountancy that were	
	incurred this fina	ncial year. Please	provide details:				
_							
8.						erannuation contributions ceived acknowledgement?	
	(If yes please pro					-	

9. Other Deductions: Any other deductions that were not listed above. Please provide of						S				
R	REBATES:									
1)	Pr	ivate Health Ins	surance:							
	Do	you have private	health insurance	YES	S NO					
		•	e us with copy of the health ill tell us if you are entitled		y sent you after the end	of				
2)	Sp	oouse								
•	•	Did you have a sp	ouse for the full financial ye	ear?						
	,	YES	NO							
I	f YE	ES, please provide	e your spouse taxable inco	me if they have alrea	ady lodged their return:					
•	<ul> <li>Is your spouse a dependent (earn less than \$6000) and was born before 1/7/1952?</li> </ul>									
	,	YES	NO							
•	۱ ا	Does your spouse	receive any benefits from	Centrelink?						
	•	YES	NO							
		hat is your spouse etails of benefits:	Taxable Income of the year	ar?						
3)	<ul> <li>Superannuation:</li> <li>a) Are you self-employed? If YES, please provide details of contributions you made to your superannuation for the financial year.</li> </ul>									

	IJ,	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. If yes, please provide details of contributions you made to your superannuation for the financials year.							
	c)	Have you n	nade superannua	ation contribut	ions on beh	alf of your s	pouse?		
		YES	NO						
4)	Medical Expenses:								
		The medical rebate has now been removed except for medical expenses in relation to disability aids,							
	atte	endant care	or aged care. Pl	ease provide a	a schedule (	of these exp	enses whe	re applicabl	e.
<b>0</b> 1		<b>:R:</b> Any othe	r information wh	nich you are ur	nsure of, or	which you v	vould like us	s to be awa	re of:
PΙε	ease	e note FIFO a	and DIDO worke	ers no longer e	eligible for zo	one rebates	from 1 July	<sup>,</sup> 2015.	
	_								

## **RENTAL PROPERTY ANNUAL INCOME & EXPENSES**

(Please provide copies of statements & receipts)

Taxpayer Name:	Financial Year:

PROPERTY DETAILS				
Address				
Post Code				
Ownership				
Purchase (Contract) Date				
Date Deposit was Paid				
Settlement Date				
Date First Rented				
Weeks Rented this Year				
PURCHASE COSTS				
Purchase Price				
Conveyancing				
Stamp Duty				
Other				
Renovations				
Total				
BORROWING EXPENSES				
Loan Fees				
S/D on Mortgage				
Mortgage Insurance				
Other				
Total				
INCOME FOR YEAR				
Rent				
Other Income				
Total				

EXPENSES					
Item	Date	Account Reference	Paid to	Amount	Total
Advertising for Tenants					
Body Corporate Fees					
Cleaning					
0					
Council Rates					
Gardening/Lawn Mowing					
Caracining, Eawii Mowing					
Insurance					
Land Tax					
Legal Fees					
Pest Control					
Agent Fees					
Repairs & Maintenance					
Office Supplies					
Travel Expenses					
Water Charges					
Sundry Rental Expenses					

Plant and Furniture additions, changes, scrapping during the year? (Please provide receipts for items over \$300)

YES NO

Renovations during the year? (Please provide itemised list)					
YES	NO				
Loan refinancing during year? (Please provide both the refinanced & new loan statements)					
YES	NO				
TAXPAYER'S DECLAR	RATION				
I declare that all the information I have given is true and correct.					
Taxpayer's signature:		Date:			