

2018 TAX RETURN CHECKLIST - INDIVIDUAL

For year ended 30th June 2018

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Returns are generally not due for lodgement until 31 March 2019, please advise:

- a. Is your Return required urgently (in peak period August / December there can be up to a 4 week turnaround).

Yes No (refer B)

- b. If not required urgently, indicate period that would be suitable:

1 – 2 weeks 3 – 4 weeks Anytime before Due Date

NAME: _____ **OCCUPATION:** _____

PHONE NO: _____ **DATE OF BIRTH:** _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

BANK DETAILS(for refund):BSB NUMBER: _____ **ACCOUNT#:** _____

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

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

INCOME:

1. **Payment Summaries** (including pensions) Yes No
Number of certificates attached _____

2. **Other salary income:** (include any directors' fees, commissions etc.)

3. **Termination/Super Payments** (if you received a lump sum payment please provide details And payment Statement)
Applicable Yes No

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

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

5. **Dividends**

Please provide copies of dividend statements for 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.

Name of Shares	# of Shares Held	Amount Received \$

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

7. **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.

8. **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, if any,, for property acquired. Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager.

List of rental properties, (Please complete the attached schedule for each property):-

9. **Foreign Sourced Income:** Did you have any foreign income, including rental properties that are positive and negatively geared? If so please provide details.

10. **Business Sourced Income:** Did you have any business income? If so please provide details including any capital purchases over \$1,000.

11. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories – for example please provide details of any **employee share or options** acquired)

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 then please provide one of the following:-

Motor Vehicle Registration _____

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)
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.

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

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 5000 kilometres.

Kilometres: _____

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

1/3rd Business Use / 12% Method: Did you travel more than 5,000 business kilometres 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 monogrammed uniform or protective clothing?

Yes No

If yes were you out of pocket through the year for purchasing any new items (if so please provide details). Please provide details of uniform maintenance. (laundry/dry cleaning etc.)

3. **Other Work Related Deductions:-**

- Diary / stationary / 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.

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 (earns less than \$6000) Yes No
- Does your spouse receive any benefits from Centrelink Yes No

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) Disability **Expenses:**

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

i.e. Income Protection Insurance
