

# TAX RETURN CHECKLIST 2011



PLEASE MAKE SURE YOU ATTACH DETAILS OF ALL ITEMS THAT APPLY TO YOU

NAME: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
 TELEPHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 (M) \_\_\_\_\_ (F) \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ YES/NO  
(Would like your tax return sent by email please circle Yes or No. If NO please provide your postal address below to mail all correspondence to)

POSTAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

If you are Eligible for a tax refund, would you like the ATO to transfer your refund to your bank account?  
(If yes please supply bank details)

Account Name \_\_\_\_\_  
 BSB \_\_\_\_\_  
 Account Number \_\_\_\_\_

Did you live overseas for a period longer than 6 months YES/NO Dates: \_\_\_\_\_

If your return is urgent please indicate the date you require it to be received by you...../...../.....

NB. This Checklist is only a guide to help us declare all income and deductions that are required, please add any other information where you feel necessary.

	INCOME	YES	NO	DOCUMENTS ATTACHED
1	<b>PAYG Payment Summaries</b> (specify number of Payment Summaries attached)			
2	<b>Allowances, Earnings, Tips, Directors Fees</b> (attach all relevant documentation)			
3	<b>Lump Sum Payments</b> (attach all relevant documentation)			
4	<b>Eligible Termination Payments (ETP's)</b> (attach Payment Summaries)			
5	<b>Pensions or Annuities</b> Was there an Undeducted Purchase Price (UPP) attached to the Pension or Annuity? (attach Payment Summaries and any other relevant documents)			
6	<b>Interest Income</b> (attach all relevant documentation, showing Name of Bank, Account Number, Total Amount, Amount Applicable to You (if joint account), TFN Withholding Tax)			
7	<b>Dividends Received</b> (attach all dividend statements, showing Name of Payer, Franked, Unfranked, and Imputation Credit amounts)			
8	<b>Trust &amp; Partnership Income</b> (attach all relevant documentation - including Annual Tax Summaries)			
9	<b>Managed Funds</b> (attach all relevant documentation - including Annual Tax Summaries)			
10	<b>Business Income</b> (Please refer to <i>Appendix 5</i> and attach relevant documentation, showing both Income and Expenses)			
11	<b>Rental Income</b> If yes, refer to <i>Appendix 1</i>			
12	<b>Capital Gains</b> If yes, refer to <i>Appendix 6</i>			
13	<b>Foreign Income</b> (attach all relevant documentation, showing Country, Amount Received, Foreign Tax Withheld)			
14	<b>Employee Share Scheme</b> Did you receive any shares/options for less than Market Value? (please attach the Details of Shares/Options granted and Scheme Guidelines)			
15	<b>Other Income not stated above</b> (attach all relevant documentation) _____			

	<b>WORK RELATED DEDUCTIONS</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTS ATTACHED</b>
1	<b>Car Expenses?</b> If yes, refer to <i>Appendix 3</i>			
2	<b>Travel Expenses?</b> Eg Taxi Fares, Buses, tolls, etc. If yes, refer to Appendix 3			
3	<b>Uniform, Clothing, Laundry and Dry Cleaning Expenses?</b> (attach all supporting documentation)			
4	<b>Self Education Expenses?</b> If yes, refer to Appendix 4			
5	<b>Income Protection Insurance?</b> If yes, please attach documentation			
6	<b>Other Work related Expenses?</b> If yes, refer to <i>Appendix 4</i>			

	<b>OTHER DEDUCTIONS</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTS ATTACHED</b>
1	<b>Interest and Dividend Deductions?</b> (attach all supporting documentation)			
2	<b>Gifts or Donations?</b> (attach all supporting documentation)			
3	<b>Cost of Managing Tax Affairs?</b> Other than Crispin & Jeffery's Fees (attach all supporting documentation)			
4	<b>Forestry Managed Investment?</b> Attach all supporting documentation eg initial investment (if 1st year) insurance, management fees, interest & charges on finance etc.			
5	<b>Other Expenses not named above?</b> (attach all supporting documentation)  _____			

	<b>TAX OFFSETS</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTS ATTACHED</b>
1	<b>Spouse Rebate</b> <b>Did you have a spouse for any part of the income year?</b> If yes, refer to <i>Appendix 2</i>			
2	<b>Superannuation</b> <b>Have you made any personal contributions to a superannuation fund?</b> <b>Have you made any contributions on behalf of your spouse?</b> (attach all supporting documentation, showing Name of Fund, Policy Number & Amount) NB. this does not include contributions made by your employer			
3	<b>Private Health Insurance</b> If no, refer to <i>Appendix 2</i> (alternatively, please attach Health Fund Tax Summary)			
4	<b>Are you entitled to a Medicare Levy Exemption</b> (attach all supporting documents)			
5	<b>Did you have Net Medical Expenses of greater than \$1,500 after Medicare and/or Medical Insurance rebates?</b> (Attach all supporting documentation) Please note that some procedures are no longer claimable as medical expenses.			
6	<b>Tax Refund for Education Expenses.</b> If you receive Family Tax Benefit Part A you may be entitled to claim any expenses spent on your child's education, such as computers and related equipment, school text books and prescribed trade tools. The maximum you can claim is 50% of those eligible expenses for each student up to \$780 for primary school children and \$1,558 for secondary school students (please provide receipts)			

## APPENDIX 1 - Rental Properties

Are you registered for Land Tax? Yes/No

*(Please note that all investment properties are now required to pay Land Tax - this is tax deductible)*

Where you have more than one Rental Property, please copy this schedule  
(all rental properties must be accounted for separately)

Address of property \_\_\_\_\_  
\_\_\_\_\_

Your share or % share of ownership of the property \_\_\_\_\_

Name(s) of joint owner(s) of property \_\_\_\_\_  
\_\_\_\_\_

\* Date of acquisition \_\_\_\_\_

\* Acquisition Price \_\_\_\_\_

Date of sale (if applicable) \_\_\_\_\_

Date of Construction \_\_\_\_\_

→ Please include all incidentals associated with purchasing the property ie solicitor fees

*A building deduction of 2.5% to 4% of construction cost can be claimed per year for buildings that started construction after:  
17th July 1985 - residential  
19th July 1982 - commercial  
21st August 1979 - Short-term residential*

Cost of Construction \$ \_\_\_\_\_

*(if unknown a quantity surveyor may need to complete a capital allowances schedule please contact us to organise this)*

Number of weeks rented this year From: \_\_\_\_\_ To: \_\_\_\_\_

Date property first earned rental income \_\_\_\_\_

Rental Income \_\_\_\_\_

List or alternatively attach all supporting documentation; \$

Advertising for tenants \_\_\_\_\_

Body corporate fees \_\_\_\_\_

Borrowing expenses \_\_\_\_\_

Cleaning \_\_\_\_\_

Council Rates \_\_\_\_\_

Depreciation/Building Write off: \_\_\_\_\_

\* New Properties - please provide us copies of the quantity surveyors schedule of allowances

\* Existing Properties - have you renovated during the year? Yes/No (attach details)

\* Attach details of all assets bought for the rental property during the tax year (*Appendix 7*)

Gardening/Lawn mowing \_\_\_\_\_

Insurance \_\_\_\_\_

Interest on Loans \_\_\_\_\_

Land Tax \_\_\_\_\_

Legal Fees \_\_\_\_\_

Pest Control \_\_\_\_\_

Pool \_\_\_\_\_

Property agent fees/commission \_\_\_\_\_

Repairs & Maintenance (details required) \_\_\_\_\_

Stationery, Telephone & Postage \_\_\_\_\_

Travel Expenses \_\_\_\_\_

Water Charges \_\_\_\_\_

Sundry Rental Expenses \_\_\_\_\_

Accounting Fees \_\_\_\_\_

Bank Charges \_\_\_\_\_

Maintenance Levies \_\_\_\_\_

Stamp duty on leased property \_\_\_\_\_

Other rental property expenses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

→ Please do not hesitate to contact us if you do not have one of these to discuss obtaining one

**\* Indicates compulsory questions**

**APPENDIX 2 - Spouse/Family Details**

Name: \_\_\_\_\_ Spouse's Income \_\_\_\_\_  
D.O.B. \_\_\_\_\_

Marital Status (please circle) \_\_\_\_\_ Single/ Married

If married, did you get married during the financial year? \_\_\_\_\_ Yes/No  
Date: \_\_\_\_\_

Dependant children	D.O.B.	Income (if any)
_____	_____	_____
_____	_____	_____
_____	_____	_____

## APPENDIX 3 - Work Related Motor Vehicle & Travel Expenses

**Motor Vehicle Expenses** (attach all supporting documentation)

Did you have a car under Lease or Hire Purchase Finance? Yes/ No    Lease/HP  
 If yes, was it a Novated lease through your employer? Yes/ No  
 If new / refinanced Lease or HP please attach a copy of the agreement showing the details)

Did you keep a log book for a 12 week period during the year or in the previous five years? Yes/No  
 Has your driving pattern changes by >10% from the log book period Yes/No  
(if yes a new log book may need to be completed)

\* What is the business use %? \_\_\_\_\_

**Motor Vehicle Details and Expenses**

- \* Make & Model of Motor Vehicle \_\_\_\_\_
- \* Date of Purchase \_\_\_\_\_
- \* Engine Capacity \_\_\_\_\_
- Car Registration No. \_\_\_\_\_
- Details of expenses and amounts
- Fuel Costs \_\_\_\_\_
- Repairs & Maintenance \_\_\_\_\_
- Registration Cost \_\_\_\_\_
- Insurance \_\_\_\_\_
- Interest or Leasing Charges \_\_\_\_\_
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \* Total Kilometres travelled \_\_\_\_\_
- \* Purchase Price of Car \_\_\_\_\_

*\* indicates compulsory fields if claiming a deduction*

**Travel Expenses** (attach all supporting documentation)

- Taxi \_\_\_\_\_
- Buses \_\_\_\_\_
- Tolls \_\_\_\_\_
- Parking \_\_\_\_\_
- Other Travel Expenses \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**APPENDIX 4 - Other Work Related Expenses**

**Self Education Expenses**

\$

Name of Course	_____
How this relates to your work	_____
Course Fees	_____
Union Fees	_____
Stationery	_____
Parking, Transport Fees	_____
Motor Vehicle Expenses	_____
Technical journals	_____
Extra Tuition	_____
Other Expenses	_____
	_____
Equipment ( <i>Appendix 7</i> )	_____
Repairs to Equipment	_____
Post Graduate Fees (HELP Fees)	_____
(please note this was formerly PELS)	_____
	_____

**Other Work Related Expenses**

References, journals, publications	_____
Telephone	_____
Home Office Expenses	_____
Electricity (business portion)	_____
Gas (heating) (business portion)	_____
OR Number of hours worked at home	_____
(actual cost details not required, only diary evidence)	_____
	_____
Equipment ( <i>Appendix 7</i> )	_____
Leasing charges on work equipment	_____
Repairs to Equipment	_____
Telephone (business portion)	_____
	_____
Seminars and Conferences	_____
Investment Consultancy Fees	_____
Equipment ( <i>Appendix 7</i> )	_____
	_____
Other Work Related Expenses, not stated above	_____
_____	_____
_____	_____
_____	_____
_____	_____

NB. State how the expense relates to your work

**APPENDIX 5 - Sole Trader Worksheet**

Did you carry on a business as a Sole Trader during the year? Yes / No

Do you use MYOB or equivalent accounting software, or excel Spreadsheet? Yes / No  
 (If Yes, please email / send a copy of the file or attach appropriate print outs)

Description of Main Business Activity \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$

Business Income \_\_\_\_\_  
 Opening Stock \_\_\_\_\_  
 Purchases \_\_\_\_\_  
 Closing Stock \_\_\_\_\_

Other Expenses:

Contractors & Commission \_\_\_\_\_  
 Superannuation \_\_\_\_\_  
 Bad Debts \_\_\_\_\_  
 Lease Expenses \_\_\_\_\_  
 Rent Expenses \_\_\_\_\_  
 Interest Expenses \_\_\_\_\_  
 Depreciation \_\_\_\_\_  
 Motor Vehicle Expenses \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Other Expenses \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you registered for GST? Yes / No  
 If yes do the above figures include GST? Yes / No

**Improving our service**

Did you find this questionnaire helpful? Yes/No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



