



Crispin and Jeffery Chartered Accountants

Individual Tax Return Checklist

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: _____

WOULD YOU LIKE YOUR FINAL RETURN EMAILED TO YOU: Yes/No

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

EFT DETAILS: Please note that the ATO will only provide returns via EFT.

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	PAYG Payment Summaries Specify number of payment summaries attached		
2	Allowances, Earnings, Tips, Directors Fees Attach all relevant documentation		
3	Lump Sum Payments Attach all relevant documentation		
4	Eligible Termination Payments (ETP's) Attach Payment Summaries		
5	Pensions or Annuities Was there an Undeducted Purchase Price (UPP) attached to the Pension or Annuity? Attach Payment Summaries and any other relevant documents		
6	Interest Income Attach all relevant documentation, showing Name of Bank, Account Number, Total Amount, Amount Applicable to You (if joint account),TFN Withholding Tax		
7	Dividends Received attach all dividend statements, showing Name of Payer, Franked, Unfranked,		
8	Trust & Partnership Income Attach all relevant documentation - including Annual Tax Summaries		
9	Managed Funds Attach all relevant documentation - including Annual Tax Summaries		

10	Business Income Please refer to <i>Appendix 5</i> and attach relevant documentation, showing both Income and Expenses		Click here
11	Rental Income If yes, refer to <i>Appendix 1</i>		Click here
12	Capital Gains If yes, refer to <i>Appendix 6</i>		Click here
13	Foreign Income - attach all relevant documentation, showing Country, Amount Received, Foreign Tax Withheld		
14	Employee Share Scheme - did you receive any shares/options for less than Market Value? (please attach the ESS payment summary or details of Shares/Options granted and Scheme Guidelines)		
15	Other Income not stated above - attach all relevant documentation Please contact us for any queries:		

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

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

	TAX OFFSETS	YES/ NO	DOCUMENTS ATTACHED
1	Spouse Details Did you have a spouse for any part of the income year? If yes, refer to <i>Appendix 2</i>		Click here
2	Superannuation Have you made any personal contributions to a superannuation fund? Have you made any contributions on behalf of your spouse? Attach all supporting documentation, showing Name of Fund, Policy Number & Amount. NB. this does not include contributions made by your employer		
3	Private Health Insurance If no, refer to <i>Appendix 2</i> alternatively, please attach Health Fund Tax Summary		
4	Are you entitled to a Medicare Levy Exemption Attach all supporting documents		
5	Did you have significant Medical Expenses after Medicare and/or Private Health Insurance rebates? This offset is only available if you claimed the offset in 2013 & 2014 tax returns. The expense thresholds for 2015 are \$2,218 for family's with incomes of less than \$180,000 per annum. The threshold increases to \$5,233 for higher income earners. If you are unsure of your eligibility, please contact your Crispin and Jeffery advisor.		

Improving our service: Did you find this questionnaire helpful?

Please provide any comments: _____

APPENDIX 1 - Rental Properties

Are you registered for Land Tax?

(Please note that you are required to register for land tax if the land value for rental properties is in excess of \$432,000 for properties located in NSW. If you are unsure of the land value we recommend you register for land tax).

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
i.e. 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: _____

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

- * New Properties - please provide us copies of the quantity surveyors schedule of depreciation.
- * Existing Properties - have you renovated during the year? (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 _____
- _____
- _____
- _____

* **Indicates compulsory questions**

APPENDIX 2 - Spouse/Family Details

Name: _____ Spouse's Income _____
D.O.B. _____

Marital Status

If married, did you get married during the financial year?
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?
If yes, was it a Novated lease through your employer?
(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?

Has your driving pattern changes by >10% from the log book period
(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		
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?

Do you use MYOB or equivalent accounting software, or excel Spreadsheet?

(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

(can be a %'age of home rent for home offices)

Interest Expenses

Depreciation

Motor Vehicle Expenses

Repairs & Maintenance

Other Expenses

Are you registered for GST?

If yes do the above figures include GST?

APPENDIX 6 - Capital Gains Worksheet

Capital Gains Schedule

Please provide all requested information and attach all relevant documentation

Asset Name	No. Units	Purchase			Sale		
		Date	\$/Unit	Total Cost	Date	\$/Unit	Total Sale

APPENDIX 7 - Assets Purchased and Sold

Asset Register

Please provide all requested information and attach all relevant documentation

Asset	Use	%	Purchase		Sale	
	(i.e. business, rental, self education)	Private Use	Date	Total Cost	Date	Total Sale