

You're prepared because
we prepared

INDIVIDUAL TAX RETURN CHECKLIST

Client name: _____ Client signature: _____

INFORMATION FOR YOUR TAX RETURN

Name:		Spouse name:	
DOB:		Spouse DOB:	
Occupation:		Occupation:	
Residential address:		Postal address:	
TFN:		Email:	
Phone:	W:	H:	M:
Bank details:	Acc. name:	Acc. no:	BSB:
Children's details:			

PERSONAL INCOME TAX RETURN(S)

Please supply all records with respect to the following:	Yes	No	N/A
PAYG payment summaries			
Government benefits (Centrelink etc)			
Investment income (dividend statements, interest statements, trust distribution year end statements, rental property agent statements)			
Tax free government pension amount and any child support provided for the year if applicable			
Investment records – details of investment purchases and sales			
Private health insurance year end statement			
Net medical expenses tax offset, from the 2017/18 financial year until 2019/20 claims for this offset are restricted to net eligible expenses for disability aids, attendant care or aged care. - Net medical expenses in excess of \$2,218 (where family adjusted taxable income < \$180,000) - Net medical expenses in excess of \$5,233 (where family adjusted taxable income > \$180,000) A summary is available from both Medicare and your health fund. Please note – to determine if your expenses are eligible as disability aids, attendant care or aged care please discuss this with your RSM adviser.			
For those that are self employed, details of personal superannuation contributions			
Expenses in relation to employment or investment income (a list of possible deductions is attached)			
Bank account detail for tax refund; e.g. BSB, account number and account holder name			
If you have overdue tax returns then lodgment date for your 30 June tax return is 31 October			

Property Purchase / Improvements (if further space required please attach list)		
Item	Date	Cost

For multiple properties please copy this schedule.

For new property purchases include a copy of the settlement statement, details of costs of purchase including stamp duty and legal fees and details of borrowing expenses incurred.

We also recommend that you engage a Quantity Surveyor to prepare a depreciation report in respect of your property.

We can provide you with a referral if required. This will only be applicable if your property was purchased prior to 9 May 2017.

INDIVIDUAL TAX RETURN DEDUCTIONS CHECKLIST

When completing your tax return, you're entitled to claim deductions for some expenses that are directly related to earning your income. The expense must not be a private, domestic or capital expense. If the expense was both work-related and private or domestic, you can only claim a deduction for the work-related portion.

POSSIBLE DEDUCTIONS YOU MAY CLAIM

- ☐ Work related car expenses (log book method; cents per kilometre method)
- ☐ Work related domestic and overseas travel expenses
- ☐ Work uniform and protective clothing expenses
- ☐ Work related self-education expenses
- ☐ Other work related expenses
- ☐ Tools of trade/equipment
- ☐ Home office running expenses
- ☐ Computer equipment, software and computer supplies
- ☐ Telephone/mobile phone
- ☐ Stationery
- ☐ Subscription and union fees to trade, professional or business associations
- ☐ Books, trade journals and periodicals
- ☐ Magazine and newspaper subscriptions
- ☐ Sun protection products (i.e. sunscreen and sunglasses)
- ☐ Conventions, conferences, courses and seminars
- ☐ Income protection insurance (excluding death, total/permanent disability)
- ☐ Interest and dividend deductions (investment)

DOCUMENTARY EVIDENCE YOU NEED TO KEEP

- ☐ Log book and written evidence of all car expenses, (i.e. lease payments, rego insurance, repairs etc), totalled fuel costs and if new vehicle, require full details including purchase contract, financing and hire purchase contracts
- ☐ Details of how you calculated the number of kms travelled
- ☐ Fund details of any travel allowances received including receipts for airfares, accommodation, hire cars, meals and incidental expenses
- ☐ Receipts for uniforms, protective clothing, mending/repairs and dry cleaning
- ☐ All receipts (other than HELP) such as course fees, books and stationery, travel to classes (i.e., diary entries and number of kms)
- ☐ Itemised and totalled list showing date purchased, description and cost (per item)
- ☐ Cleaning, electricity and heating, depreciation of office furniture and telephone
- ☐ Date of purchase and price of equipment or software and estimated business use percentage. Summary of all other computer supplies
- ☐ Summary of annual costs together with estimated business use percentage
- ☐ Itemised and totalled list of annual costs of work related telephone, internet and mobile phone costs
- ☐ Course fees, travel expenses, parking, accommodation and meals, etc.
- ☐ Insurance companies' statements of annual tax deductible amount
- ☐ Account keeping fees, ongoing management fees, interest on borrowings to acquire shares, advice relating to changing investments



STANDARD TERMS AND CONDITIONS OF BUSINESS

This information is to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, scope and output of the engagement

We have agreed to prepare your income tax returns and assist you with meeting your income tax obligations to the Australian Taxation Office.

The purpose of these services is to enable you and your related entities to comply with the taxation law requirements. The procedures we will perform will be limited exclusively to those related to this purpose. As a result no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that may come to our attention.

This engagement will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional and Ethical Standards Board Limited.

Relative responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. Our files may, however, be subject to review as part of the quality control review program, including reviews by Chartered Accountants Australia and New Zealand which monitor compliance with professional standards by its members and our internal quality control reviews. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program.

You agree to arrange reasonable access to relevant individuals and documents and you accept responsibility for the completeness and accuracy of the information supplied.

Fees and charges

Our fees, which will be billed from time to time, will be based on the time required by the individual(s) assigned to the engagement, plus direct out of pocket expenses.

Ownership of documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of terms

Acceptance of our services in conjunction with this information indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.