

## Income

### Circle and include relevant documents/comments as appropriate

|  |     |    |
|--|-----|----|
| <b>PAYG Payment Summary/Income Statement</b><br>Please enclose any PAYG summaries issued.<br>Income statements will be obtained from ATO by 542 Partners.  | Yes | No |
| <b>Termination Payments</b><br>Please enclose all Eligible Termination Payment statements and documents relating to such payments.   | Yes | No |
| <b>Social Security Payment Summaries</b><br>Please include statements.   | Yes | No |
| <b>Interest Income</b><br>If yes; please provide year to date Interest Summary.  | Yes | No |
| <b>Dividends Received</b><br>If so please include all dividend statements.   | Yes | No |
| <b>Trust/Partnership/Business Income</b><br>If so details and/or statements received are required.   | Yes | No |
| <b>Managed Funds/Unit Trusts</b><br>Please forward your tax statements.  | Yes | No |
| <b>Rental Property Income</b><br>If so please provide the following:<br><br>Loan Statements<br>Agents Statements<br>Rent Received<br>Details of Expenses (landlord insurance, repairs, rates etc.)<br>Date of Purchase<br>Date First Rented  | Yes | No |
| <b>Foreign Income</b><br>If so please provide details.   | Yes | No |
| <b>Employee Share Schemes</b><br>If you received any shares, please provide details.   | Yes | No |
| <b>Share Trading</b><br>If so please provide details of purchase and sale preferably in the form of Brokers notes.   | Yes | No |
| <b>Capital Gains Information</b><br>Sale of property/ investments/ assets during the year including house/land/ commodities/gold etc<br><br>- Purchase price and date (purchase contract is ideal)<br>- Sale price and date (sale contract is ideal)<br>- Details of additions or improvements<br>- Reason for purchase. | Yes | No |
| <b>Other Income</b><br>Please provide details of source and amount.  | Yes | No |

## Deductions in Connection with Earning your Income

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### Work Related Expenses

Yes No

Consider & provide details where applicable of date of purchase, cost and % business use in relation to:

(Please note if required to do so by the ATO, an invoice receipt or other documentary evidence may have to be produced).

- Home telephone (% business related) \_\_\_\_\_
- Mobile phone (% business related) \_\_\_\_\_
- Journals and texts \_\_\_\_\_
- Seminar and conference expenses \_\_\_\_\_
- Stationery \_\_\_\_\_
- Internet expenses (% business related) \_\_\_\_\_
- Sun Protection \_\_\_\_\_
- Work related travel expenses, nights away. \_\_\_\_\_
- Work related clothing expenses \_\_\_\_\_
- Self education \_\_\_\_\_
- Other work related equipment \_\_\_\_\_
- Other (list). \_\_\_\_\_

### Donations

Yes No

List institutions date of receipts and amounts donated (retain receipts).

### Professional Association Fees

Yes No

Union fees  
Other (list).

### Motor Vehicle Expenses

Yes No

(either business or employment related)

There are two current methods for motor vehicle deductibility:

Actual Method - log book  
Cents per kilometre method.

Depending on the method chosen, please provide the following in respect of each vehicle:

Details of running expenses  
Total kilometres travelled during the year  
Business kilometres travelled per log book/records kept  
Date of purchase or lease  
Cost/market value  
Make, Model, Registration

### Other Deductions

Yes No

Consider and provide details where applicable in relation to:  
Interest and dividend deductions  
Tax agent fees  
Prior year losses.



# Tax Checklist

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## Deductions in Connection with Earning your Income

### Superannuation Contributions

Yes No

Have you made personal contributions to one or more superannuation fund outside of an employment or salary sacrifice arrangement?

If yes, please provide the S290 notice/s from the fund/s showing whether they are deductible contributions.

### Spouse Superannuation

Yes No

Do you contribute to a non-employer sponsored superannuation fund for the benefit of your spouse?

Was the sum of your spouse's assessable income, total reportable fringe benefits, and reportable employer superannuation contributions less than \$13,800?

If so please provide:

Name of fund \_\_\_\_\_

Policy number \_\_\_\_\_

Amount contributed. \_\_\_\_\_

### Income Protection Insurance

Yes No

Please provide details.

### Managed Investments

Yes No

(eg movies, floriculture)

Name of investment \_\_\_\_\_

Amount invested \_\_\_\_\_

Loan interest accrued/paid. \_\_\_\_\_

### Zone Rebate

Yes No

A zone rebate may be available if you reside in a designated zone area during the year. Please provide details of:

Place of residence in zone \_\_\_\_\_

Nearest post office \_\_\_\_\_

Period of residence ie: \_\_\_\_\_

- From \_\_\_\_\_

- To. \_\_\_\_\_

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### Medical Expense Offset

Yes No

The net medical expenses tax offset is being phased out. From 2015–16 until 2018–19, claims for this offset are restricted to net eligible expenses for disability aids, attendant care or aged care.

Net expenses are your total eligible medical expenses minus refunds from Medicare, National Disability Insurance Scheme (NDIS) and private health insurers which you or someone else, received or are entitled to receive.

NB: There can only be one claim per family

### HELP

Yes No

Do you have outstanding HELP (Higher Education Loans Program) debt as at 30 June 2019?

### Medicare Levy Surcharge & Private Health Insurance Rebate

Yes No

Did you have private health insurance from 1 July 2018 to 30 June 2019?

- If yes, please provide the yearly statement.
- If no, please state period covered.

### Abstudy / Austudy Loan

Yes No

Do you have an outstanding supplementary Austudy/Abstudy or Austudy/Abstudy loan as at 30 June 2019?

If so how much and when was the loan first incurred? \_\_\_\_\_

### Did you commence/ stop residency for the first time?

Yes No

Please provide date that you commenced/stopped residency. \_\_\_\_\_

### Did you have a spouse - married or de facto - on 30 June 2019

Yes No

If yes, please provide:

- Spouse Name \_\_\_\_\_
- Spouses TFN \_\_\_\_\_
- Spouses date of birth \_\_\_\_\_
- 2018-2019 adjusted taxable income of spouse \_\_\_\_\_
- List and amounts of Australian government benefits included in the calculation of your spouse's taxable income  
\_\_\_\_\_
- Dates you and your spouse were together if not the full year.  
\_\_\_\_\_
- Number of Dependent children \_\_\_\_\_