

INCOME.

Circle and include
relevant documents/
comments as appropriate

PAYG Payment Summary (Previously known as group certificate)

Please enclose all for year end 30 June 2015.

Termination Payments

Please enclose all Eligible Termination Payment statements and documents relating to such payments.

Social Security Payment Summaries

Please include statements.

Interest Income

If yes:

- Name of Bank/Society
- Branch and Account Number
- Interest Credited
- TFN Tax Deducted
- Account Name.

NB: If earned on an account held in joint names please list your share only.

Dividends Received

If so please include all dividend statements.

Trust/Partnership/Business Income

If so details and/or statements received are required.

Managed Funds/Unit Trusts

Please forward your tax statements.

Rental Property Income

If so please provide the following:

- Loan Statements
- Agents Statements
- Rent Received
- Details of Expenses (landlord insurance, repairs, rates etc.)
- Date of Purchase
- Date First Rented.

Foreign Income

If so please provide details.

Employee Share Schemes

If you received any shares, please provide details.

Share Trading

If so please provide details of purchase and sale preferably in the form of Brokers notes.

Capital Gains Information

Sale of property/ investments/ assets during the year including house/ land/ commodities/gold etc

- Purchase price and date (purchase contract is ideal)
- Sale price and date (sale contract is ideal)
- Details of additions or improvements
- Reason for purchase.

Other Income

Please provide details of source and amount.

Deductions in Connection with Earning your Income

Circle and include relevant documents/ comments as appropriate

Work Related Expenses

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
- Work related clothing expenses
- Self education
- Other work related equipment
- Other (list).

Donations

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

Professional Association Fees

- Union fees
- Other (list).

Motor Vehicle Expenses

(either business or employment related)

There are four current methods for motor vehicle deductibility:

- Actual Method - log book
- 12% of the original cost
- 1/3 of the yearly running costs
- Cents per kilometre method.

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

- Receipts/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, engine capacity etc.

Other Deductions

Consider and provide details where applicable in relation to:

- Interest and dividend deductions
- Tax agent fees
- Prior year losses.

Self Employment

Does more than 90% of your income come from sources other than salary & wages?

Do you contribute to a non-employer sponsored superannuation fund?

If so please provide:

- Name of fund
- Policy number
- Amount contributed.

Superannuation Contributions

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

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

Please provide details.

Managed Investments

(eg movies, floriculture)

- Name of investment
- Amount invested
- Loan interest accrued/paid.

Zone Rebate

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.

Medical Expense Offset

Did you get a medical expense rebate in your 2014 ITR?

If yes, please continue

Do your out of pocket medical expenses for you and all your dependents **after all refunds** exceed \$2,162?

If yes, please provide details.

NB: There can only be one claim per family

HELP

Do you have outstanding HELP (Higher Education Loans Program) debt as at 30 June 2015?

- If so how much?

Medicare Levy Surcharge & Private Health Insurance Rebate

Did you have private health insurance from 1 July 2014 to 30 June 2015?

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

Abstudy/ Austudy Loan

Do you have an outstanding supplementary Austudy/Abstudy or Austudy/Abstudy loan as at 30 June 2015?

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

Did you commence/ stop residency for the first time?

Please provide date that you commenced/stopped residency.

Did you have a spouse - married or de facto - on 30 June 2015 and was your adjusted taxable income less than \$150,000?

Were either you or your spouse (during any period they were your spouse) eligible for FTB Part B or eligible for it only at the shared-care rate?

If yes, you are unable to claim spouse rebate.

Otherwise if you believe you qualify for a spouse rebate, please provide:

- Spouses TFN
- Spouses date of birth
- 2013-2015 adjusted taxable income of spouse
- List and amounts of Australian government benefits included in the calculation of your spouse's taxable income
- Date you and your spouse were together if not the full year.