

Income

Circle and include relevant documents/ comments as appropriate

PAYG Payment Summary (Previously known as group certificate) Yes No
 Please enclose all for year end 30 June 2016.

Termination Payments Yes No
 Please enclose all Eligible Termination Payment statements and documents relating to such payments.

Social Security Payment Summaries Yes No
 Please include statements.

Interest Income Yes No
 If yes; please provide year to date Interest Summary.

Dividends Received Yes No
 If so please include all dividend statements.

Trust/Partnership/Business Income Yes No
 If so details and/or statements received are required.

Managed Funds/Unit Trusts Yes No
 Please forward your tax statements.

Rental Property Income Yes No
 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 Yes No
 If so please provide details.

Employee Share Schemes Yes No
 If you received any shares, please provide details.

Share Trading Yes No
 If so please provide details of purchase and sale preferably in the form of Brokers notes.

Capital Gains Information Yes No
 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 Yes No
 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 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 four 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.

Self Employment

Does more than 90% of your income come from sources other than salary & wages? Yes No

Do you contribute to a non-employer sponsored superannuation fund? Yes No

If so please provide:

- Name of fund _____
- Policy number _____
- Amount contributed. _____

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

Do you contribute to a non-employer sponsored superannuation fund for the benefit of your spouse? Yes No

Was the sum of your spouse's assessable income, total reportable fringe benefits, and reportable employer superannuation contributions less than \$13,800? Yes No

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. _____

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 2016?

Medicare Levy Surcharge & Private Health Insurance Rebate

Yes No

Did you have private health insurance from 1 July 2015 to 30 June 2016?

- 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 2016?

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 2016

Yes No

If yes, please provide:

- Spouse Legal Name _____
- Spouses TFN _____
- Spouses date of birth _____
- 2015-2016 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. _____