

Individual Tax Return Checklist



This form is designed for use by our clients who are required to lodge an individual tax return. It is not a comprehensive list of all tax return items and therefore is only suitable for clients who have employment, pension and investment income. We may need to contact you via email or telephone if we require any further information.

If you have more complicated tax affairs or would like to discuss your situation with an accountant, please phone (07) 3278 3477 to arrange an appointment by phone or in person. Alternatively, you can book online here: www.arabon.com.au/contact-us.

YOUR OBLIGATIONS & RIGHTS

The Tax Agents Services Act 2009 requires us to advise you of your rights and obligations where we are acting for you on taxation matters. In relation to the taxation services provided:

- You are subject to the self-assessment system in relation to any of your income tax returns. The Commissioner is entitled to rely on any statements made in your income tax returns. Where those statements are later found to be incorrect, the Commissioner may amend your income tax assessments and, in addition to any tax assessed, you may also be liable for penalties and interest charges.
- You have an obligation to keep proper records that will substantiate the taxation returns prepared and which will satisfy the substantiation requirements of the Income Tax Assessment Act. Failure to keep such records could result in claims being disallowed, additional tax being imposed, and the imposition of penalty or general interest charges.
- You are responsible for the accuracy and completeness of the particulars and information required to comply with the various taxation laws. We will use this information supplied in the preparation of your returns.
- Your rights as a taxpayer include:
 - > The right to seek a private ruling;
 - > The right to object to an assessment by the Commissioner;
 - > The right to appeal against an adverse decision by the Commissioner.

Certain time limitations may exist for you to exercise these rights. Should you wish to exercise these rights at any time you should contact us so that we can provide you with the relevant time frames and to discuss any additional requirements which may exist.

Please send copies of any correspondence you may have received from the ATO.

ACCEPTANCE

I hereby instruct you to prepare my/our Taxation Return(s) for the last financial year and any prior year returns or prior year amendments that I request. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require enabling you to carry out the above assignment.

Your name:

Your signature:

Date:

FEES & SERVICES

Standard Individual tax returns & amendments from:	\$253
Complex individual tax returns & amendments from:	\$506
Concessional tax returns & amendments. Concessional tax returns are available to: <ul style="list-style-type: none">• Children aged under 15 years• Full-time students• Australian or QLD Concession Card Holders• DVA Card Holders	\$126.5
PAYG Variation	\$66
Rental properties	\$187 per property
Depreciation schedule with no Quantity Surveyor report provided	\$330

PAYMENT

An invoice will be issued on completion of work unless stated otherwise. You can view and pay your invoice by following the link in the email sent. If you wish to pay over the phone, please call us on 07 3278 3477.

YOUR DETAILS

Full legal name:

Preferred name:

Date of birth:

Please ring our office number to provide your tax file number over the phone ABN (if sole trader):

Preferred phone:

Preferred email:

Residential Address:

Postcode:

Postal Address:

Postcode:

How did you hear about us?

The ATO no longer issues refunds in the form of cheques.
You will not receive your tax refund if bank details are not provided.

Account name:

BSB number:

Account number:

YOUR SPOUSE'S DETAILS

Spouse details are required to enable your return to lodge correctly for several elements. It is needed to calculate Medicare levy and surcharge and for offsets such as the seniors and pensioners tax offset, any spouse super contribution and for some other offsets such as zone. The details requested by the ATO in the return are their taxable income, rental or investment losses, government pensions or allowances received by them, reportable fringe benefits and any reportable employer super contributions (Salary Sacrifice) together with any exempt income or tax-free government income.

Full legal name:

Spouse for full year: Yes No

Date of birth:

Taxable Income:

Reportable Super Contributions:

Reportable Fringe benefits:

Net rental or investment losses:

YOUR DEPENDENT'S DETAILS

Full legal name (Child/Student):

Date of birth:

Full legal name (Child/Student):

Date of birth:

Full legal name (Child/Student):

Date of birth:

Full legal name (Child/Student):

Date of birth:

Full legal name (Child/Student):

Date of birth:

AUTHORITY TO DISCLOSE PRIVATE & CONFIDENTIAL INFORMATION

Arabon Accountants treats as confidential and maintains the confidentiality of all information and records that you provide or disclose to us, and those produced in the course of completing an engagement.

This authority enables us to disclose confidential information to your nominated contacts for this engagement. This consent is only required where you require us to share confidential information, including personal information, with other parties in relation to this engagement. This authority to disclose will remain in place unless you revoke it. This includes partners and spouses and adult children sharing of information.

Where this engagement relates to your personal information, the Privacy Act 1988 requires us to seek your permission to disclose any personal information held by us to a third party, including a spouse or relative. As such, to allow for example family members to access your information or act as a primary contact for a family group, your authority to disclose this information is required.

Nominated contact name:

Relationship/role:

Nominated contact name:

Relationship/role:

Nominated contact name:

Relationship/role:

Nominated contact name:

Relationship/role:

INCOME

With the introduction of the Single Touch Payroll system, we can access the ATO online for your income statements. Please send us details of the following:

- **PAYG Payment Summaries for employment not covered by Single Touch Payroll** received from:
 - > Employers (Salary, Personal Services, Foreign Employment & Employment Termination Payments)
 - > Superannuation Funds (Lump Sums and Income Streams)
 - > Centrelink (Age Pensions, Youth Allowance, AUS Study, Newstart etc)
 - > Post-tax salary sacrifice contributions into superannuation not shown covered by Single TouchPayroll (e.g. Department of Education EBA)
- **Allowances** not shown on PAYG Summaries
- **Interest** from any bank account, building society, credit union account etc
- **Dividend Statements** including DRP reinvestment
- **Employee share schemes** documentation & guides
- **Trust / Managed Funds Annual Tax Statements** usually received by September
- **Foreign source income** details including pensions, investments and rental properties

If you owned a rental property, please complete the **Rental Property** supplementary section for each property.

If you sold any assets such as shares and real estate, you may be liable for **Capital Gains Tax**. Please attach a summary of each asset, the purchase details including date and cost and the sale details including date and cost. Please also include details of any incidental expenses such as legal fees.

If you have any negatively geared investments, such as a rental property, you may be able to request your employer to withhold less tax by lodging a **PAYG Variation** with the ATO. This can often be a significant improvement in your weekly cash flow. Would you like us to contact you about lodging a PAYG variation for \$220 including GST? Yes No

TAX OFFSETS

If you answer yes to any of the following questions, please include details in the 'notes' section below:

- Did you make super contributions on behalf of your spouse who is on a low income or not working?
- Did you work in a remote or isolated area of Australia, not including an offshore oil or gas rig?
- Did you pay for expenses relating to disability aids, attendant care or aged care?
- Did you maintain an invalid or invalid carer aged 16 years or older?
- Did you perform work or services in the Joint Petroleum Development Area (JPDA) of the Timor Sea?
- Are you the principal beneficiary of a Special disability trust entitled to an offset tax paid by the trustee?
- Did you receive exploration credits?
- Are you involved in the Early Stage Investor credits?

Notes:

EXPENSES / DEDUCTIONS

WORK RELATED CAR EXPENSES

If you use your own car for work purposes, you can claim a deduction using the cents per kilometre method or logbook method.

Do you have a valid logbook*? Yes No

Did you sell/trade-in your car during the year? Yes No

Total km travelled: Work specific km travelled:

Make and Model: Registration #: Purchase Date: Purchase Price:

Registration: Insurance: Repairs: Services:

Petrol: Other: Loan repayments: Lease payments:

*Your logbook must cover at least **12 continuous weeks**

Your logbook is valid for 5 years unless it is no longer representative due to your change in circumstances.

WORK RELATED TRAVEL

If you undertook any work-related travel for six nights or more, you are required to provide a travel diary or itinerary.

Parking: Tolls: Taxis/Rideshare: Public Transport:

Flights: Accommodation: Meals: Incidentals:

Please provide a summary of the purpose for your trip:

OTHER WORK-RELATED EXPENSES

Memberships: Union Fees: Registrations: CPD:

Tools (<\$300)*: Reference materials: Subscriptions: Software:

Stationery: Computer parts: Printing: Other:

Phone: What % of your phone use is work related:

How many hours are you **required** to work from home per week: How many weeks:

Sun protection: Uniforms: Protective clothes/boots: Laundry*:

*Tools: Please provide receipts for any tools over \$300 as we are required to depreciate these over their useful life.

*Laundry: You may use a reasonable basis of \$1 per load if the load is made up only of work-related clothing or 50 cents per load if you include other items in the load.

SELF EDUCATION

Course name: Institution: Fees not reimbursed and excluding HELP debt: Books:

Please contact us if you were required to travel between work, home and your place of study.

Internet: Electricity: Stationery: Other:

OTHER DEDUCTIONS

Interest on investment loans: Tax agents' fees:

Income Protection Premiums: Donations (charity & amount)*:

*Note for Donations: excludes raffles and the recipient must be a registered Deductible Gift Recipient (list on ATO website)

PERSONAL DEDUCTIBLE SUPERANNUATION CONTRIBUTIONS

If you wish to claim a personal, deductible super contribution we need to receive confirmation from your fund.

Fund Name: Fund ABN: Member Number: Amount Paid:

Intent to Claim lodged Yes No Acknowledgement from fund received Yes No

MEDICARE EXEMPTION / PRIVATE HEALTH INSURANCE

Please provide your private health insurance statement and / or Medicare levy exemption certificate if you have one.

RENTAL PROPERTY DETAILS

If you have owned a rental property during the year please answer the following: (If you have more than one, please duplicate this page and answer for each property)

Please use totals for Expenses & Income regardless of any shared ownership.

Address of Rental Property:		Postcode:
Date Purchased:	Date first rented:	Weeks rented:
Ownership %:	Names of owners on title deeds:	
Rental Income:	Please include Statements from the Real Estate Agent or a summary of rent received	

RENTAL EXPENSES

Rates:	Water rates:	Land Tax:
Landlord insurance:	Building / Contents insurance:	Body corp. fees (not sinking fund):
Advertising:	Agent commission:	Letting fees:
Gardening:	Telephone:	Postage:
Bank fees:	Interest paid:	Cleaning:
Pest Control:	Other (please list):	

REPAIRS & MAINTENANCE AND/OR CAPITAL IMPROVEMENTS

Date	What was done	Cost	Date	What was done	Cost	Date	What was done	Cost

Please include copy of **Quantity Surveyor Report**. (If you do not have one, please contact us to arrange for \$550 including GST). If you **bought** the property during the year, please include:

- Settlement letter from solicitor
- Loan details including borrowing costs such as loan application fees, stamp duty on the mortgage, mortgage registration fees

If the property was sold during the year, please include:

- Sale contract - with dates and sale price
- Purchase contract - with dates and purchase price
- Settlement letters from both purchase and sale
- Commission details from the sale of the property

Please tell us if you have paid mortgage insurance and how much?

[Submit form](#)