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Taxpayer's Name: _____

INCOME & DEDUCTIONS

Please supply us with the following documents where applicable:



INCOME	YES	NO
PAYG Payment Summaries (Group Certificates)		
Statements of Earnings		
Statements of Pension, Unemployment or other government benefits or allowances		
Statements of Termination Payment (Details of any previous low cap usage)		
If not prepared by us – a copy of your prior year's tax return and assessment notice.		

Please supply us with details (including tax withheld) of:

DEDUCTIONS (supply details not just amounts)	YES	NO	
Accounts on which you earned interest during the year, including the ATO, your children's accounts and any expenses which you may claim against this income			
<u>Financial Institution</u>	<u>BSB No.</u>	<u>A/C No.</u>	<u>Interest & Tax Withheld</u>
Attributed personal services income & tax withheld			
Annuities – Australian & overseas (including Deductible Amount)			
Business income, expenses, assets & liabilities			
Capital gain or loss on assets sold or disposed of by you in this financial year			
Capital and revenue losses carried forward from prior years (unrecouped)			
Credits for interest on early payments to the ATO			
Deferred non-commercial business losses			
Dividend income (advise franking credits) and any expenses which you may claim against dividend income including travel for investment seminars, AGM's etc			
Farm management deposits or withdrawals (net)			
Foreign income and expenses from overseas and any tax you may have paid on it			
Forestry managed investment scheme income and expenses			
Any interest you may have in a foreign company, foreign trust, foreign investment fund or foreign life assurance policy			
Have you ever, directly or indirectly, caused the transfer of property, etc. to a non-resident trust estate?			
Did you own or have an interest in assets outside Australia during the year which exceeded AUD \$50,000 in total?			

Life assurance and friendly society bonuses		
Other income received by you during the year, eg Directors fees, tips, gratuities, honoraria, benefits from employee share acquisition schemes, royalties, etc.		
Partnership net income or loss. (A copy of the partnership tax return if not prepared by this office)		
Pensions – Australian and Overseas (including deductible amount)		
Primary production income and expenses		
Property rentals you have received and expenses to be claimed		
Superannuation withdrawals		
Trust distributions – taxable and related deductions		
Your HECS or SLS debt at 30/6/10		
If you earn personal services income and are not an employee:	YES	NO
Did you satisfy the results test		
Have you received a personal services Determination(s) that was in force for the whole of the period that you earned PSI		
Did you receive 80% or more of your PSI from one source and have a determination(s) in force for the whole of the period <u>OR</u>		
Did you satisfy the - unrelated clients test		
- Employment test		
- Business premises test		
Tax withheld – Voluntary agreement	\$	
Tax withheld where ABN not quoted	\$	
Tax withheld – labour hire or other specified payments	\$	
Work Related Expenses (supply details not just amounts)		\$
Work related car expenses		
Work related travel expenses - Including parking fees and tolls		
Work related Deductions for Clothing: Not allowed except for Protective clothing and compulsory uniform		
Home laundry/dry cleaning and maintenance for above items.		
Work related Self-education costs		
Work Related Expenses – Other (supply details not just amounts)		
Cash shortages at work that you had to pay in		
Dues and subscriptions paid to work related bodies. Unions - Trade, business and Professional associations		
Bank charges relating to assessable deposits and deductible expenses.		
Home office expenses		
First Aid Training		
Licences/Registration and Certificates		
Professional or trade reference books if less than \$300 each.		
Technical journals and periodicals		

<u>Work Related Communications Costs</u> a) mobile phone b) partial rental costs c) telephone calls d) answering machine (only if on call) e) pager rental (only if on call)	
Work Related Expenses – Other (Continued) (supply details not just amounts)	\$
<u>Tools and Equipment</u> e.g. briefcase, tool bag e.g. calculator, torch and batteries e.g. diary and other stationery e.g. computer expenses e.g. sun protection expenses if you work outside If individual items cost you more than \$300 and have a useful life in excess of 3 years, these must be depreciated over their useful lives. Please review last years depreciation schedule and provide details of fixed asset purchases or disposals.	
Other Deductible Expenses (supply details not just amounts)	\$
Eligible capital expenditure directly connected with a project to gain assessable income.	
Low value pool “depreciation” deductions.	
Gifts to specified charities, organisations, overseas aid funds and approved school building funds	
Unclaimed tax losses of earlier income years	
Undeducted purchase price of pension or annuity	
Cost of managing tax affairs	
Australian film industry incentives	
<u>Non-Employer Sponsored Superannuation Contributions:</u>	
Full name of fund:.....ABN.....	
Policy #.....TFN:Deduction claimed.....	
Do you have a notice from the superfund YES / NO	
Superannuation contributions on behalf of your spouse.....	
Gifts to political parties, members/candidates from non business income - max \$1,500 plus an additional \$1,500 to independents	
Insurance premiums for a replacement income policy (salary insurance)	

TAX OFFSETS & ADJUSTMENTS

Please supply us with the following information where applicable:

	YES	NO
Net medical expenses you have paid for yourself or your family during the year if they exceed \$1,500 in total, the definition of medical expenses is broad including dental, therapeutic treatment administered by direction of a legally qualified medical practitioner and certain items purchased from a chemist. Deduct refunds received from Medicare and Private health funds.		
Any other rebates you may claim, e.g. dependents, full-time housekeeper/carer, sole parent, pensioner, various Centrelink recipients, zone or overseas forces, parent, spouse's parent or invalid relative, superannuation contributions on behalf of your spouse		
Tax Offsets & Adjustments (Continued)	YES	NO
Were you a resident of Australia for tax purposes for the whole year in 2010/2011?		
If not, provide start date and end date.		
If you received FTB Part A for a child, provide details of eligible education expenses incurred divided into primary school and secondary school expenses. Eligible expenses include the cost of buying, establishing, repairing and maintaining any of the following items: Laptop computers and home computers, computer-related equipment such as printers, USB flash drives, as well as disability aids to assist in the use of computer equipment for students with special needs, computer repairs, home internet connections, computer software for educational use, school textbooks and other printed learning material, including prescribed textbooks, associated learning materials, study guides and stationery, and prescribed trade tools for secondary school trade courses.		

Spouse Details	YES	NO
Did you have a spouse for the full year?		
If part year - Start Date: _____ End Date: _____		
If not prepared by us – a copy of your spouse's (or defacto's) tax return and your dependent children's tax returns.		
Your spouse's S98 trust income	\$	
Distributions to your spouse on which Family Trust Distribution tax has been paid	\$	
Exempt income received by your spouse	\$	

Other Details	YES	NO
Child support that you paid and that your spouse paid		
Tax free government pensions		

MEDICARE

<p>Private Health Insurance</p> <p>Name of health fund:..... Number of days covered this year:..... Membership #.....</p> <p>Number of dependent children covered by the policy..... Type of cover:.....</p> <p>Amount of private health insurance offset \$.....</p> <p>Please provide the certificate from your Medical Insurer.</p>

DETAILS OF PAYG INSTALMENTS LODGED:

Quarter 1 \$ _____

Quarter 3 \$ _____

Quarter 2 \$ _____

Quarter 4 \$ _____

Details of other tax withheld on income:

Amounts on which family trust distribution tax has been paid:

Amounts on which ultimate beneficiary non-disclosure tax was paid:

It is not necessary to provide this information if we have a copy of your prior year's tax return and the information **has not changed.**

FULL NAME	
CURRENT POSTAL ADDRESS	
POSTAL ADDRESS ON PREVIOUS TAX RETURN	
CURRENT HOME ADDRESS	
DAYTIME PHONE NUMBER	
MAIN SALARY/WAGE OCCUPATION DESCRIPTION	
DATE OF BIRTH	
PREVIOUS NAME	
WHERE WAS YOUR PREVIOUS RETURN LODGED?	
IS THIS YOUR FINAL RETURN?	

If you wish the ATO to deposit your tax refund (if applicable) directly into your bank account. Please provide details.

ACCOUNT NAME	
BSB NO.	
ACCOUNT NO.	
