INFORMATION COLLECTION CHECKLIST
INDIVIDUAL INCOME TAX RETURN

FOR YEAR ENDED 30TH JUNE 2008

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Returns are not due for lodgement until March 2009, please advise:

a. Is your Return required urgently? (In peak period July / December there is a six to eight week turnaround.

   Yes ☐ No ☐ (refer B)

b. If not required urgently, indicate the period that would be suitable:

   9 – 15 weeks ☐ 16 – 24 weeks ☐ Anytime before Due Date ☐

NAME: ______________________ **OCCUPATION:** ______________________

PHONE NO. DAYTIME: ______________________ **AFTER HOURS:** ______________________

EMAIL ADDRESS: ____

ADDRESS – IF CHANGED

NAMES OF DEPENDANT CHILDREN	DATE OF BIRTH

INCOME:

1. ***Group Certificates*** (including pensions) Yes ☐ No ☐

   Number of certificates attached ______________________________

2. ***Other Salary income***: (includes any directors' fees, commissions etc.)

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3. ***Termination Payments*** (If you received a lump sum termination, please provide the Eligible Termination Statement – ETP Statement)

   Applicable Yes ☐ No ☐

4. **Interest** (money received on your bank accounts)

Name of Bank	Account No.	Total Interest Received $	TFN Withholding $	Is this a Joint Account?

5. ***Dividends***

   Please provide copies of dividend statements of income received.

Please note: If you are on the **dividend reinvestment plan (DRP),** which means you don't physically get the money to bank, rather the money is used to buy you more shares, it is still income and must go in your return.

Name of Shares	# of Shares Held	Amount Received $

6. ***Trusts and Partnerships***: (i.e. example of trusts is Colonial, BT funds, Merrill Lynch, AXA etc.). Name of trust or partnership – Please provide the ***2007 tax statements*** to show income from the funds you list.

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7. ***Capital Gain***: Did you sell any assets such as shares or property that were acquired after 20 September 1985?

Yes ☐ No ☐

If yes, then please provide the following documentation:

Shares:

- Buy contract
- Sell contract

Property:

- Settlement statement from original purchase (including legal costs)
- Settlement statement from sale of asset (including legal costs)
- Real Estate Agents commission incurred in selling the property
- If you have lived in the investment property provide dates of occupancy

8. ***Rental Income****:* Please attach the following documentation for each investment property:
   - Rental Statements (if property managed by Real Estate Agent)
   - Details of rent received (if property not managed by an Agent)
   - Investment property loan statements
   - Council and water rates notices
   - Strata levy notices (where applicable)
   - Land tax assessment
   - Insurance
   - Repairs and maintenance
   - Any other expenses incurred relevant to your rental property

Please supply settlement sheets and purchase documents if you acquired property after 1st July 2006.

List of rental properties, all information is attached for each:-

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9. ***Any Other Income***: (Please provide details of any income you received in the financial year that does not fit into any of the above categories.)

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DEDUCTIONS: Please ensure you are able to substantiate all claims, even if less than $300. Refer to tax tips for more information.

1. ***Motor Vehicle***: Did you use your own car for business / work purposes through the year:

Yes ☐ No ☐

If yes then please advise which method you wish to use:-

<u>Log Book Method – Business % use</u>

(To use this method you must have maintained a log book for a continuous period of 12 weeks within the last 5 years)

Please provide details of the following expenses incurred from 1st July 2007 to 30th June 2008:

- Registration $ ____________
- CTP $ ____________
- Comprehensive Insurance $ ____________
- Repairs & Maintenance (services, car wash, etc) $ ____________
- Fuel & Oil $ ____________

If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract.

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If you had a lease for your vehicle please provide figures of your lease payments.

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If you purchased a new car during the year please provide the following:

- Purchase contract from Dealer / Documentation showing purchase price
- Finance contract (if financed)
- Sale price of car sold / traded

<u>Kilometres Method:</u> You use your car for work, but have not kept a logbook. Let us know how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5,000 kilometres.

Kilometres: ____

Car Engine Size: (in litres i.e. 1.6 litres): ____________________________

2. ***Work Uniform***: Do you have to wear a logo uniform or protective clothing?

Yes ☐ No ☐

If yes, were you out of pocket through the year for purchasing any new uniforms? (If so, please provide details).

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If you wish to claim a deduction for the laundering of you uniform please advise the number of times per week you wash your uniform:

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3. ***Other Work Related Deductions:-***

- ☐ Diary / stationery / work materials ____________________
- ☐ Union fees / professional bodies ____________________
- ☐ Sickness & accident / income protection insurance ____________________
- ☐ Donations / school building fund ____________________
- ☐ Seminar costs or self education ____________________
- ☐ Travel / Parking / Toll fees ____________________

4. ***Other***: (Any costs you incurred that were directly related to your job). Please provide details.

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Note: If you have attended University, now or in the past and are paying off your fees through HELP (HECS), please provide us with your HELP (HECS) statement to include in your return.

REBATES:-

1. ***Private Health Insurance***:-

   Do you have private health insurance? Yes ☐ No ☐

If yes, please provide us with copy of the health fund statement your health fund sent you after the end of the financial year. This will tell us if you are entitled to a rebate.

2. ***Spouse***

   - Did you have a spouse for the full financial year? Yes ☐ No ☐
   - Is your spouse dependant (earns less than $6000)? Yes ☐ No ☐
   - Does your spouse receive any benefits from Centrelink? Yes ☐ No ☐

   Details of benefits:

3. ***Superannuation:***

   a) Have you made any personal contributions to a superannuation fund? (This does not include any contributions made by your employer on your behalf.)

   Yes ☐ No ☐

   If yes, you could be entitled to a rebate if your assessable income is under $31,000.

   Details of contributions if income is under $31,000

   b) Are you self-employed? If yes, please provide details of contributions you made to your superannuation for the financial year.

4. ***30% Child Care Rebate***:

   Did you have to pay child care fees for approved child care for any period between **1 July 2004 and 30 June 2005?** (i.e. **last financial year**)

   Yes ☐ No ☐

   If yes, you may be entitled to a rebate of 30% for the out of pocket child care expenses (gross fees *less* child care benefit (CCB) entitlement received) you had to pay for the period **1 July 2005 to 30 June 2006**.

   Please provide a summarised total of your out of pocket expenses

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5. ***Medical Expenses***: You may be entitled to a rebate if your out of pocket expenses on medical exceeds $1,500. (This means, if you are in a private health fund, the portion of expenses that you do not get any money back for)

   If the total medical expenses exceed $1,500, you are entitled to a 20% rebate on the amount over the $1,500.00 threshold.

   Please provide a summarised total of your expenses (the out of pocket amounts only).

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6. ***Other:*** Please include details of any other information you would like us to be aware of if you are unsure of the category it belongs:

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FINANCIAL HEALTH CHECK

	Please mark "y" "n" or "n/a" where relevant -	Y, N or N/A
1	**Do you have tax deductible Income Protection Insurance?** *Income Protection Insurance covers you 24 hours in a day, at work or home, even on your holidays. Pays you a wage if you become ill or unable to work, and unlike worker compensation it only covers you at work.*	
2	**Do you have life insurance or Trauma Insurance?** *Life Insurance - to protect your family in case something happens to you Trauma Insurance - pays you a lump sum upon illness, e.g. heart attack, etc...*	
3	**Do you have a mortgage?** *IF YES - how many years to go? And what's current interest rate. AND* *Would you like a free appointment with our finance alliance? They are a research company who find the cheapest loans at NO cost to the client.* ***If NO Do you plan on purchasing a new home in the near future?***	
4	**Do you have investments?** *Would you like a financial planner to check on the progress of their growth?*	
5	**Are you interested in minimising your tax via gearing or salary sacrifice?**	
6	**When do you plan on retiring?**	
7	**Do you have superannuation?** *If YES, are you happy with its performance? Would you like it reviewed by a Financial Planner free of charge?*	
8	**Do you have a will (both private and business)?** *If NO would you like a solicitor to prepare one for you?*	