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**Financial Year 1<sup>st</sup> of July 2017 – 30<sup>th</sup> June 2018**  
**Personal Tax Organiser Checklist**

**Client Details**

Client Full Name:

Street Address:

Suburb:

State:

P/Code:

Postal Address:

Suburb:

State:

P/Code:

Business Hrs Ph No:

Mobile Ph No:

Email Address:

DOB:

Tax File No:

**Bank Details (for possible refund)**

Account Name:

BSB:

Account No:

**Other Details Required**

Do you have Private Health Insurance?

No

If yes, please attach statement

How much Child Maintenance did you pay? (if any)

Superannuation Contributions you made:

(only required if self-employed)

**Spouse's Details**

Full Name:

DOB:

Sex:

M

F

Separate Net Income\*:

\*Required if we do not prepare your spouse's taxation return

**Dependent Details**

Full Name:

DOB:

Studying Full Time?

**Dependent Details**

Full Name:

DOB:

Studying Full Time?

Income		
Did you receive any income from the following categories?	No	Yes
PAYG Payment Summaries from Salary & Wages	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Centrelink Benefits	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Eligible Termination Payment (ETP) form and/or Superannuation Benefit Payments	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Other Australian Pensions and Annuities	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Overseas Pensions	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Dividend (Shares) and / or Trust Distributions Annual Statements (Managed Funds)	<input type="checkbox"/>	<input type="checkbox"/> Complete Appendix 1A
Bank Interest	<input type="checkbox"/>	<input type="checkbox"/> Complete Appendix 1B
Life Insurance and Friendly Society Bonuses	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Businesses, partnerships & Trusts	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details
Capital Gain from the sale of an asset (shares, properties, units in trust etc)	<input type="checkbox"/>	<input type="checkbox"/> Complete Appendix 2
Rental Income	<input type="checkbox"/>	<input type="checkbox"/> Complete Appendix 3
Other Income – including foreign exchange gains, royalties, scholarships, grants, jury service fees, etc	<input type="checkbox"/>	<input type="checkbox"/> Please attach Details

### Tax Deductible Expenses (must be incurred, be deductible and substantiated)

#### Work Related Car Expenses (claim one of the two methods)

##### Car (if travelled less than 5,000km s)

Type of Car:

Engine Size:

No of Km's Travelled:

##### Car (if travelled more than 5,000km s log book required)

Percentage car is used for work purposes:

Purchase Price:

Date Purchased:

Insurance:

Repairs:

Fuel Cost:

Registration Costs:

Loan Payments:

Interest on Loans:

Car Washes:

Other (please specify):

Other (please specify):

#### Other Work Related Travel Expenses

Public Transport:

Airfares:

Accommodation:

Meals:

Taxis:

Other (please specify):

Other (please specify):

**Tax Deductible Expenses (must be incurred, be deductible and substantiated) *Continued***

**Work Related Self Education Expenses (must be related to your current income)**

<b>Name of Course:</b>	<b>Institution:</b>
<b>Course Fees (exclude HELP):</b>	<b>Stationery:</b>
<b>Text Books:</b>	<b>Travel:</b>
<b>Parking:</b>	<b>Other (please specify):</b>

**Work Related Uniform Expense**

<b>Uniforms:</b>	<b>Protective Clothing:</b>
<b>Laundry:</b>	<b>Dry Cleaning:</b>

**Other work related expenses:**

<b>Home Office:</b>	<b>Stationery:</b>
<b>Subscriptions:</b>	<b>Computers &amp; Software:</b>
<b>Books &amp; Magazines:</b>	<b>Conferences &amp; Seminars:</b>
<b>Telephone/ Internet:</b>	<b>Seminars:</b>
<b>Tools of Trade:</b>	<b>Repairs to Equipment:</b>
<b>Union Fees:</b>	<b>Income Protection:</b>
<b>Sun Protection:</b>	<b>Other (Please specify)</b>

**Other Deductions:**

<b>Partnership Losses:</b>	<b>Tax Losses from Previous Years:</b>
<b>Charitable Donations:</b>	
<b>Other (please specify):</b>	

**APPENDIX 1 Investments**

**PART A Shares**

<b>Name of Shareholding</b>	<b>Unfranked</b>	<b>Franked</b>	<b>Imputation Credit</b>	<b>No of Investment Owners</b>

**PART B Bank Interest:**

<b>Financial Institution Name</b>	<b>Account Number</b>	<b>\$ Interest Received</b>	<b>No. of Investment Owners</b>

**APPENDIX 2 Capital Gains:****Property 1****Address of Property:****Purchase Date****Sale Price****Purchase Cost****Sale Date****Settlement Date****Settlement Date to Sell****Stamp Duty****Real Estate Agent Fees****Registration of Title****Legal Fees****Legal Fees to Purchase****Other Sales Costs****Property 2****Address of Property:****Purchase Date****Sale Price****Purchase Cost****Sale Date****Settlement Date****Settlement Date to Sell****Stamp Duty****Real Estate Agent Fees****Registration of Title****Legal Fees****Legal Fees to Purchase****Other Sales Costs****Shares****Name of Shares****Name of Shares****Number Sold****Number Sold****Purchase Date****Purchase Date****Selling Date****Selling Date****Purchase Cost****Purchase Cost****Selling Cost****Selling Cost****Shares****Name of Shares****Name of Shares****Number Sold****Number Sold****Purchase Date****Purchase Date****Selling Date****Selling Date****Purchase Cost****Purchase Cost****Selling Cost****Selling Cost**

**APPENDIX 3 Rental Income & Expenses**

**Property 1**

Address:

Suburb:

State:

Postcode:

Date First Earned Rental Income:

No. Weeks Rented this Financial Year:

Percentage Owned:

**Property 2**

Address:

Suburb:

State:

Postcode:

Date First Earned Rental Income:

No. Weeks Rented this Financial Year:

Percentage Owned:

**Property 3**

Address:

Suburb:

State:

Postcode:

Date First Earned Rental Income:

No. Weeks Rented this Financial Year:

Percentage Owned:

Please provide rental property statement and details or complete the below

<i>Income</i>	Property 1 (\$)	Property 2 (\$)	Property 3 (\$)
Rent			
<b>Expenses</b>			
Agent Fees			
Advertising			
Loan Interest			
Bank Fees			
Repairs			
Gardening			
Insurance			
Council & Water Rates			
Land Tax			
Stationery & Postage			
Telephone			
(please list any others)			
<b>Capital Expenses Over \$300 (please list items, including the date of purchase)</b>			

\*Please note: travel expenses relating to a residential investment property are no longer deductible as of 1<sup>st</sup> July 2017.