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BELMONT VIC 3216

PO Box 252
BELMONT VIC 3216

Financial Year 1st of July 2015 – 30th June 2016
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	Yes	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:
Separate Net Income*:		
<small>* Required if we do not prepare your spouse's taxation return</small>		

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		Please attach Details
Centrelink Benefits		Please attach Details
Eligible Termination Payment (ETP) form and/or Superannuation Benefit Payments		Please attach Details
Other Australian Pensions and Annuities		Please attach Details
Overseas Pensions		Please attach Details
Dividend (Shares) and / or Trust Distributions Annual Statements (Managed Funds)		Complete Appendix 1A
Bank Interest		Complete Appendix 1B
Life Insurance and Friendly Society Bonuses		Please attach Details
Businesses, partnerships & Trusts		Please attach Details
Capital Gain from the sale of an asset (shares, properties, units in trust etc)		Complete Appendix 2
Rental Income		Complete Appendix 3
Other Income – including foreign exchange gains, royalties, scholarships, grants, jury service fees, etc		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:
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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)

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

Work Related Uniform Expense

Uniforms:	Protective Clothing:
Laundry:	Dry Cleaning:

Other work related expenses:

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

Other Deductions:

Partnership Losses:	Tax Losses from Previous Years:
Charitable Donations:	
Other (please specify):	

APPENDIX 1 - Investments

PART A - Shares

Name of Shareholding	Unfranked	Franked	Imputation Credit	No of Investment Owners

PART B - Bank Interest:

Financial Institution Name	Account Number	\$ Interest Received	No. of Investment Owners

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
Stamp Duty			Real Estate Agent Fees
Registration of Title			Legal Fees to Sell
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				
<i>Expenses</i>				
Agent Fees				
Advertising				
Loan Interest				
Bank Fees				
Repairs				
Gardening				
Insurance				
Council & Water Rates				
Land Tax				
Stationery & Postage				
Telephone				
Travel				
(please list any others)				
Capital Expenses Over \$300 (please list items, including the date of purchase)				