

Individual Tax Return Checklist For the year ending 30th June 2011

CLIENT DETAILS

Are you an existing client? Yes No If No, my Tax File Number is: _____

Title Mr/Mrs/Miss/Ms/other _____ Surname: _____

Given Names: _____

Occupation: _____ Date of Birth: _____

Are you a resident for Tax purposes? Yes No Are you in Australia on a Visa? Yes No Visa Type? _____

Spouse/De Facto Name: _____ No. of Dependent Children: _____

Please advise of any changes to your contact details below. (New clients **MUST** complete)

Phone: Home: _____ Work: _____ Mobile: _____

Residential Address: _____

Postal Address: _____

Email Address: _____

Financial Health Check

Y N

Do you have a current will in place?

Does anyone have your power of attorney in case you are disabled?

Do you have protection for your income in case of sickness or accident?

If not, would you like to know more about tax deductible coverage?

Do you have sufficient cover in place to protect your family if you die?

Are you happy with the way your superannuation is being managed?

Would you like some professional advice regarding your retirement planning?

Do you have a financial plan?

Are you interested in exploring ways to build your wealth?

If you have a mortgage, are you happy with the current rate/fees/features/service etc?

Would you be interested in attending one of our **free** investor education sessions?

Would you like an adviser to contact you to discuss any of the above?

Please answer the following questions prior to your consultation to assist us to complete your income tax return correctly. Certain questions may not be applicable to you. If you are not sure of a response please leave it blank and discuss it during your consultation. All questions refer to the financial year 1 July 2010 through 30 June 2011.

Income

Did you receive any income from the following sources?	Yes	No	Additional Info
Employment, e.g, Salary or Wages	<input type="checkbox"/>	<input type="checkbox"/>	No. of Jobs: _____
Centrelink Payments, e.g, Pension, Newstart, Austudy.	<input type="checkbox"/>	<input type="checkbox"/>	
Superannuation or Lump Sum Payouts.	<input type="checkbox"/>	<input type="checkbox"/>	
Interest on Bank Accounts, Term Deposits, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Dividends.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Share Schemes.	<input type="checkbox"/>	<input type="checkbox"/>	
Partnership, Trust or Managed Fund Distributions.	<input type="checkbox"/>	<input type="checkbox"/>	
Rental Property Income.	<input type="checkbox"/>	<input type="checkbox"/>	No. of Properties: _____
Foreign income, e.g, wages, pensions, rent, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Capital Gains: Sale of property/shares/other assets.	<input type="checkbox"/>	<input type="checkbox"/>	
Business Income.	<input type="checkbox"/>	<input type="checkbox"/>	

Deductions & Offsets

Did you,	Yes	No	(Please Circle)
Use a vehicle you own to travel for work purposes?	<input type="checkbox"/>	<input type="checkbox"/>	Logbook kept? Yes/No
Lease any vehicles or equipment for work purposes?	<input type="checkbox"/>	<input type="checkbox"/>	
Undertake any work related TAFE/University study?	<input type="checkbox"/>	<input type="checkbox"/>	Type: TAFE/University
Pay any income protection insurance premiums?	<input type="checkbox"/>	<input type="checkbox"/>	
Have a salary sacrifice arrangement with your employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have any carried forward tax losses or capital losses?	<input type="checkbox"/>	<input type="checkbox"/>	Amount:\$_____
Have a Medicare Levy exemption? Eg, Army, DVA Gold Card	<input type="checkbox"/>	<input type="checkbox"/>	Type: _____
Have private health cover during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	Type:Hospital/Extras/Both
Want to claim Education Tax Refund for your school children?	<input type="checkbox"/>	<input type="checkbox"/>	
Make personal super contributions for you or your spouse?	<input type="checkbox"/>	<input type="checkbox"/>	Type: Own/Spouse/Both
Incur out of pocket medical expenses exceeding \$2000?	<input type="checkbox"/>	<input type="checkbox"/>	
Spend more than 183 days in a tax zone? i.e. remote areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Have any government debts? Eg, Centrelink, Child Support, etc	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____
Pay any Child Support and if so how much per annum?	<input type="checkbox"/>	<input type="checkbox"/>	Specify:\$_____

Additional Information:

Are there any other matters which you wish to discuss with your accountant?

Payment of Income Tax Refund

Please mail my tax refund to me as an ATO cheque, OR;

Please send my tax refund to the following bank account;

BSB: _____ Account No: _____

Account Name: _____
(No third party accounts)

Please Note: It is vital that your bank details are correct to ensure that you receive your tax refund quickly. Once your return has been lodged with the ATO, we are unable to alter the bank account that you have nominated to receive your refund, if it is incorrect. Austax Accountants & Financial Planners Pty Ltd (Austax) accepts no responsibility for losses incurred by you due to providing us with incorrect bank account details.

Method of Payment – Our Fees

Please indicate the method in which you wish to pay our income tax return preparation fee;

Upfront Payment Today via, Cash, EFTPOS, Visa, Mastercard or American Express

From My Income Tax Refund. **NOTE: this option incurs an additional fee of \$25.**

Please Note: Payment from refund is only available if you have no debts owing to the ATO. All fees must be paid in full PRIOR to lodgement of your return unless you elect to deduct our fee from your refund.

Marketing

(These questions are optional)

Y N (Please Circle)

Would you like to receive our quarterly client newsletter? Via: Post/Email

For new clients, How did you find out about us?

Army Newspaper Referred by Friend/Relative Referred by _____

On Street Signage Referred by Existing Client Campbelltown Advertiser

Google Search Yellow Pages Online Austax Accountants Website

Google Maps Yellow Pages Book Other: _____

PLEASE COMPLETE THE NEXT PAGE

Terms of Engagement As Registered Tax Agent

We hereby confirm that Austax Accountants & Financial Planners Pty Ltd ("Austax") is registered tax agent 73380-000 under the Tax Agent Services Act 2009 (TASA). We will notify you immediately should our registration be suspended or terminated before the conclusion of our engagement.

All tax returns prepared on your behalf by Austax are compiled using the information and data provided to us by you, our client. Furthermore any advice provided by Austax to you is only an opinion based on our knowledge of your particular circumstances. Whilst we will exercise reasonable care, as contemplated by the Tax Agents Services Act 2009 (TASA), when preparing your returns, ultimately the responsibility for the accuracy and completeness of the information used by Austax vests with you.

Should you subsequently become aware of any errors or omissions in the information used by Austax to prepare your return, it is your responsibility to contact us as soon as possible to arrange for an amendment to be lodged. Failure to do so immediately may result in the Australian Tax Office (ATO) applying penalties and/or interest charges in addition to any shortfall tax amounts, increasing the severity of any penalties that may be applicable or possibly lead to prosecution and imprisonment.

It is your responsibility to keep all the records, receipts, logbooks, travel diaries and any other documentation used to prepare your tax return, to comply with your substantiation obligations imposed under Australian taxation law. If you are claiming deductions, you must keep written evidence to verify your claims for those deductions. Such records must generally be kept for a period of five years from the date your notice of assessment is issued.

Under the self assessment system, your income tax return is generally accepted at face value without adjustment. Even though you may receive a notice of assessment, which creates the formal obligation to pay tax, your return may be subject to further review or verification. The Australian Taxation Office (ATO) period of review is usually two to four years from the date your notice of assessment is issued. Be aware that the ATO may withhold any tax refund due and use the proceeds to discharge other outstanding taxation or government debts (Centrelink, Child Support, Family Assistance Office etc) that you may owe.

Should your tax return be subject to an audit or review by the ATO, you have certain rights and options, including the right to object and the right to appeal to the Administrative Appeals Tribunal should a dispute with the ATO arise.

All fees payable to Austax must be paid in full PRIOR to the lodgement of your return, unless you have agreed in writing to have said fees deducted from your refund. Should your tax return be lodged late as the result of your failure to settle an account on time, then you indemnify Austax from any liability to pay any late lodgement penalties or interest charges imposed on your tax accounts by the ATO.

Client Declaration

Subject to the above terms, I hereby engage Austax Accountants & Financial Planners Pty Ltd to act as my registered tax agent for the purpose of compiling and lodging my 2011 income tax return and any other return that I may be required to lodge by the ATO to comply with my obligations under Australian taxation law as necessary. This engagement is to remain in force until such time as either party serves written notice of their intention to terminate this engagement. Furthermore, I acknowledge that the information I have provided to Austax on this questionnaire will be used to prepare my 2011 income tax return and as such declare that it is true and correct to the best of my knowledge and belief.

Client Signature

Date

Office Use Only:

Fee: \$ _____ PD/FRC/FJ-

ID Sighted: _____ Address Updated: _____
 Prepared By: _____ Extras Updated: _____
 Reviewed By: _____ Bank Updated: _____
 Starman Ref: _____ FRC Invoiced: _____
 Marketing: _____ Review & File: _____

Year	I	R	CG	B
2011				