



## Individual Tax Return Checklist For the year ending 30<sup>th</sup> June 2018

### CLIENT DETAILS

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

Are you an Australian tax resident? Yes  No  Are you in Australia on a Visa? Yes  No  Visa Type? \_\_\_\_\_

Title Mr/Mrs/Miss/Ms/other \_\_\_\_\_ Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

Please provide your contact details. **Note to existing clients:** Please notify changes **ONLY**.

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Details of Dependants as at 30/06/2018

#### Spouse Details – Married or De Facto (including Same Sex)

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Spouses Sex: Male / Female / Indeterminate

Details of Spouse's Income (**NOT** required where spouse return is/has been prepared by Austax)

Taxable Income:	\$ _____
Reportable Fringe Benefits Amount:	\$ _____
Reportable Employer Super Contributions:	\$ _____
Tax Free Government Pensions:	\$ _____
Target Foreign Income	\$ _____
Net Investment Losses:	\$ _____
Child Support Paid:	\$ _____

If you had a spouse for only part of the income year, please specify the dates between 1 July 2017 to 30 June 2018 when you had a spouse:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Dependent Children (under 21 or 21-24 and full time student)

##### Child 1

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Taxable Income: \$ \_\_\_\_\_ Lives with you? Yes/No Full Time Student? Yes/No

##### Child 2

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Taxable Income: \$ \_\_\_\_\_ Lives with you? Yes/No Full Time Student? Yes/No

##### Child 3

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Taxable Income: \$ \_\_\_\_\_ Lives with you? Yes/No Full Time Student? Yes/No

Total No. of Dependent Children where more than 3 children: \_\_\_\_\_

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 your circumstances. 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 2017 to 30 June 2018

**Income**

Did you receive any income from the following sources?	Yes	No	Additional Info
Employment Income, e.g. Salary or Wages	<input type="checkbox"/>	<input type="checkbox"/>	No. of PAYG Pay Summaries: _____
Centrelink or DVA Payments, e.g. Age Pension, Newstart, Austudy.	<input type="checkbox"/>	<input type="checkbox"/>	
Superannuation Benefits, Eg, Pension or Lump Sum payments, Comsuper.	<input type="checkbox"/>	<input type="checkbox"/>	
Interest on Bank Accounts, Term Deposits, etc.	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$ _____
Dividends on Shares.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Share Schemes.	<input type="checkbox"/>	<input type="checkbox"/>	
Managed Fund Investment Distributions.	<input type="checkbox"/>	<input type="checkbox"/>	
Partnership, Family Trust or other Trust Distributions.	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____
Rental Property Income.	<input type="checkbox"/>	<input type="checkbox"/>	No. of Rental Properties: _____
Foreign income, e.g. wages, pensions, rent, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Capital Gains. Eg, Sale of property/shares/collectables/other assets.	<input type="checkbox"/>	<input type="checkbox"/>	
Operating a business as a sole trader. (includes Airtasker, Uber, Ebay selling)	<input type="checkbox"/>	<input type="checkbox"/>	
The sharing economy, eg, Airbnb, Carnextdoor.	<input type="checkbox"/>	<input type="checkbox"/>	
Disposed of any cryptocurrency, eg Bitcoin, Ethereum, etc?	<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
Undertake work related travel that required you stay away from home overnight?	<input type="checkbox"/>	<input type="checkbox"/>	Travel Diary kept? Yes/No
Purchase and/or maintain a compulsory or non-compulsory work uniform?	<input type="checkbox"/>	<input type="checkbox"/>	
Undertake any work related TAFE or University studies?	<input type="checkbox"/>	<input type="checkbox"/>	Type: TAFE/University/Other
Donate to a tax deductible gift recipient (includes political party membership)?	<input type="checkbox"/>	<input type="checkbox"/>	Amount:\$_____
Pay any income protection insurance premiums?	<input type="checkbox"/>	<input type="checkbox"/>	Amount:\$_____
Have a salary sacrifice arrangement with your employer?	<input type="checkbox"/>	<input type="checkbox"/>	Type: Car/Super/Other
Have any carried forward tax losses or capital losses?	<input type="checkbox"/>	<input type="checkbox"/>	Amount:\$_____
Qualify for a Medicare Levy exemption? Eg, Army, DVA Gold Card, etc.	<input type="checkbox"/>	<input type="checkbox"/>	Type: _____
Have a private health insurance policy at any stage during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, provide health fund statement/s
Make personal super contributions for yourself or your spouse?	<input type="checkbox"/>	<input type="checkbox"/>	Type: Own/Spouse/Both
Incur disability aid, attendant or aged care expenses exceeding \$2299?	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$_____
Maintain a parent, spouse's parent, invalid spouse, carer spouse or invalid relative?	<input type="checkbox"/>	<input type="checkbox"/>	
Have any government debts? Eg, Centrelink, Child Support, HELP debts, 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"/>	Amount:\$_____

**Additional Information:**

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

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**Payment of Income Tax Refund**

The ATO will only pay income tax refunds via electronic funds transfer to an Australian bank account.

Please select one of the following two options:

Pay my refund to the bank account I nominated in the last tax return Austax prepared on my behalf (existing clients only)

OR

Pay my refund to the following bank account:

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_  
(Client must be named on the account)

**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**

Our responsibilities as your Registered Tax Agent include keeping you up to date with changes in taxation legislation and administration that may affect you, and notifying you of impending lodgement deadlines. It is a requirement of our engagement that you consent to Austax contacting you regarding these matters. We keep our clients up to date via a monthly client newsletter which is available as a download from our website [www.austaxaccountants.com.au](http://www.austaxaccountants.com.au). From time to time we may also contact you with direct marketing communications unless you elect to opt out below;

I do not wish to receive any marketing materials from Austax

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

Army Newspaper	<input type="checkbox"/>	Referred by Friend/Relative	<input type="checkbox"/>	Referred by _____	<input type="checkbox"/>
On Street Signage	<input type="checkbox"/>	Referred by an Existing Client	<input type="checkbox"/>	Facebook/Social Media	<input type="checkbox"/>
Google Search	<input type="checkbox"/>	Yellow Pages Online	<input type="checkbox"/>	Austax Accountants Website	<input type="checkbox"/>
Google Maps	<input type="checkbox"/>	Yellow Pages Print	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

**PLEASE COMPLETE THE NEXT PAGE**

## TASA Declaration & Engagement Letter

Austax Accountants & Financial Planners Pty Ltd ("Austax") is a registered tax agent under the Tax Agent Services Act 2009 (TASA). Our Registered Agent Number is 73380-000. We will notify you immediately should our registration be suspended or terminated before the conclusion of this engagement. Our engagement as your registered tax agent is governed by our obligations under the TASA, APES 320: Quality Control for Firms, and our terms of engagement, available from our office or our website at [www.austtaxaccountants.com.au/termsofengagement](http://www.austtaxaccountants.com.au/termsofengagement) as supplemented by the terms contained in this engagement letter.

This engagement is performed by Austax using the information and data provided to us by you, our client. Accordingly, any advice provided by Austax is only an opinion based on our knowledge and understanding of your particular circumstances and any tax returns including any schedules or elections contained therein, prepared on your behalf are subject to the same limitations. Whilst we will exercise reasonable care, as contemplated by the TASA, when preparing your tax returns, ultimately the responsibility for the accuracy and completeness of the information used to prepare your tax return vests with you.

Should you subsequently become aware of any errors or omissions in the information relied upon by Austax as the basis of any advice or used to prepare your tax return, it is your responsibility to contact us as soon as possible to ensure that any advice provided is still applicable to your circumstances, or where necessary, to arrange for an amendment to be made to your tax return. 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 and, where applicable, records detailing how you have apportioned your claims between private and work/business use. 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. This engagement should in no way be construed to diminish your responsibility to understand and comply with any obligations imposed upon you by law.

In the course of performing this engagement, we may encounter situations that require specialist advice, or services that are necessary for us to complete the engagement which Austax is not qualified to provide. Examples of such services include legal advice, financial advice, actuarial services, audit services, insolvency services, business and property valuations, title searches and depreciation/quantity surveyor reports. In such situations, we may refer you to a third party capable of providing the advice/service required but at all times you are free under the terms of this engagement to utilise the services of a provider of your choice.

Fees payable by you under this engagement shall be determined in accordance with the rates outlined in the current Austax Fee Schedule, displayed at our office and available upon request. Fees incurred under this engagement will generally be invoiced and payable immediately upon completion of your tax return or, at our discretion, on 14 day account. All fees must be paid in full PRIOR to the lodgement of your tax return, unless you have agreed in writing to have our fees deducted from your expected tax refund. In some circumstances, we may also require payment in advance as surety, prior to the commencement of work. Austax fees for the preparation of your income tax return under this engagement do not cover the additional work associated with an audit or review of your return by the ATO. Should your return be subject to audit or review by the ATO, additional fees will be payable to Austax as outlined in the Austax Fee Schedule or otherwise agreed.

Should your account become overdue, it is your responsibility to, advise your accountant once payment has been made in full, and, to confirm that your return has been lodged. Where, as the result of your failure to settle an account within the terms stipulated, your tax return is lodged late, you hereby agree to indemnify Austax from any liability to compensate you for any late lodgement fines, penalties or interest charges imposed by the ATO.

Where we are unable to complete an engagement due to your failure or refusal to: comply with the law; comply with our advice, instructions, directions or requests; sign a tax document prepared by us on your behalf; provide the necessary information for us to complete the engagement; or, the termination of this engagement by either party, all fees incurred up to that point for work performed will be due and payable by you immediately.

### 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 preparing my 2018 income tax return and any other outstanding tax returns and/or activity statements that I may be required to lodge with the ATO to comply with my obligations under Australian taxation law as necessary. Furthermore, I acknowledge that the information I have provided to Austax on the attached checklist will be used to prepare my 2018 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:

ID Sighted: <input type="checkbox"/> _____	Address Updated: <input type="checkbox"/> _____
Prepared By: <input type="checkbox"/> _____	Extras Updated: <input type="checkbox"/> _____
TAP Checked: <input type="checkbox"/> _____	Bank Updated: <input type="checkbox"/> _____
Reviewed By: <input type="checkbox"/> _____	FRC Inv: <input type="checkbox"/> _____
Starman Ref: <input type="checkbox"/> _____	Received: <input type="checkbox"/> _____
Marketing: <input type="checkbox"/> _____	Review & File: <input type="checkbox"/> _____

Fee: \$ \_\_\_\_\_ PD /FRC /INV /FJ-

Year	I	R	CGT	Bus	LB
2018					