

PERSONAL INCOME TAX RETURN CHECKLIST

To assist us in preparing your personal income tax return, please use the following checklist when compiling your information. We then ask that you return this checklist, along with your information to our office to enable us to process your return.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. In particular, this applies to PAYG Payment summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed.

If you have sold any assets during the year, please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

Please ensure that you attach all relevant documentation to the questionnaire, then sign and date this form below and return your questionnaire and documentation to us.

Declaration

To: Voulla Flaskos, Source Accounting Australia

I/We hereby instruct you to prepare our Taxation Returns for the financial year ended 30 June, 2017.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to carry out the above assignment.

Name: _____

Signature: _____

Date: _____

To ensure that our records are up to date, please assist us by completing the following:

Full name: _____

Home address: _____

Email address: _____

Occupation: _____

Date of birth: _____

Spouse's name: _____

Spouse's date of birth: _____

Period you had a spouse: _____ to _____

Names and date of birth of _____
Children _____

1. If we are preparing your return for the first time:	Yes	No	N/A
A copy of your last tax return, taxation assessment and PAYG instalment notices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any other correspondence with the Tax Office, such as objections, penalties, statement of account, garnishee notice, final notice to lodge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INCOME			
2. Salary and Wages			
Copies of PAYG Payment Summaries from Employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Allowances, Benefits and Other Salary and Wages Income			
Have you received any allowances, benefits and other earnings not on your PAYG Payment Summary? <i>If yes, please provide any statements, letters or other documentation relation got the allowance, benefit or other income.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lump Sum Payments			
Have you received any lump sum payments? E.g. annual leave, long service leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Employment Termination Payments			
Have you received an Employment Termination Payments? If yes, please supply copy of payment summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Australian Government Allowances and Payments			
Have you received any PAYG Payment Summaries detailing Government pensions, allowances and payments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Australian Annuity or Superannuation Pension			
Have you received any income from an Australian Annuity or Superannuation Pension? If yes, please provide the PAYG Payment Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Attributed Personal Services Income (PSI)			
Have you entered into any Voluntary Withholding Agreements? If yes, then please provide Payment Summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the agreement made in relation to labour hire or other specified payments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any tax been withheld from that income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide details of income and expenditure related to your business activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other Employment Income			
Have you been employed during the year and not received a PAYG Payment Summary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please attach details of each employer's name, address, telephone number(s), address where work completed (if different to address of the employer), period(s) of employment, Gross Earnings, Allowances, PAYG withheld and Reportable Fringe Benefits amount.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Gross Interest			
Have you received or been credited with interest from any source within Australia? If yes, please attach details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dividends			
Have you received or been credited with any dividends from companies in Australia, including dividends reinvested? <i>If yes, please provide dividend advice slips received during the financial year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Employee share schemes			
Discount on share or rights received under employee share scheme (see payment summary for details) NB: From 1 July, 2009 onwards discounts on shares and rights you acquire under ESS will generally be included in your assessable income in the year in which you acquire the shares or rights. However, deferral is possible under limited circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Income from a Trust or Partnership			
Have you received or are you entitled to receive a distribution of income or loss from a trust or partnership? <i>If yes, please provide the following information:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any of the income Primary Production income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of tax statement for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Other Business Income			
Have you carried on a business during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide details of income and expenditure relating to your business activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Capital Gains or Losses			
Have you sold any asses during the year? If yes, please supply details of disposals including, original purchase information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
16. Foreign Source Income			
Have you received any foreign source income, including foreign pensions and rents from foreign assets? From 1 July 2009, foreign employment income is now taxable (limited specific exemptions can apply) NB: Please supply details of country, amount received, exchange rate utilised and any foreign tax withheld as well as confirmation of whether you prepared and lodged a tax return in the foreign country. Foreign tax needs to be included as assessable income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Rental Income			
Do you receive any rental income from property? If so, please supply rental statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you receive rental income, please provide details of expenses that are incurred in relation to that property that can be claimed against this income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPENSES			
18. Motor Vehicle Expenses			
Have you incurred any motor vehicle expenses relating to your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a current logbook i.e. kept for 12 continuous weeks during the past four years? If so, please provide the business percentage ascertained from your logbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you travelled greater than 5,000 business kilometres this financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide the number of business kilometres travelled. <i>Note: Business kilometres are kilometres travelled in relation to earning income but exclude travel between home and work even if the trip is made more than once a day. Picking up the mail on the way to work or home cannot be included. The exception to this home to work rule is if your vehicle is required to carry bulky tools or equipment or your home is your base of employment. Please contact us to discuss if you have any queries regarding this claim.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of the motor vehicle including engine capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide the total expenses for fuel and oil, interest, leasing registration, insurance, repairs and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To make a claim for vehicle depreciation we require the following information: a. Date the motor vehicle was purchased. b. Details of purchase costs and additional items excluding GST c. GST paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Travel Expenses			
Do you undertake travel in relation to your employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a travel allowance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are your claims limited to the reasonable allowance amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you maintained written evidence of all travel costs claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you maintain a diary of your travel activities where domestic or overseas travel was for 6 or more nights in a row?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>NB: The following details are required to be kept: nature of the activity, the date and approximate time when the activity began and how long it lasted, and where the activity took place. If a detailed itinerary was provided this provides an adequate travel diary.</i>			
Please provide the following details in relation to your travel:			
Costs associated with the travel (air fares, transport, accommodation e.t.c.). Please provide us with receipts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any person(s) who accompanied you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details regarding the purpose of the travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Work Related Clothing			
A claim can be made for the cost of buying, renting, repairing or cleaning the following types of clothing: <ul style="list-style-type: none"> ▪ Occupation Specific Clothing – Does your clothing make it easy for the public to recognise your profession? <i>If yes, please provide details of your purchases.</i> ▪ Protective Clothing – Does your clothing protect you from potential injury (e.g. safety boots, gloves)? <i>If yes, please provide details of your purchases.</i> ▪ Non-compulsory uniform ▪ Conventional clothing ▪ Laundry (up to \$150 without receipts) ▪ Dry cleaning 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
21. Self Education Expenses			
This relates to formal courses at a place of education.			
Is the total amount claimed in excess of \$250 of all educational costs, including child care, capital and travel costs? <ul style="list-style-type: none"> ▪ Student union fees ▪ Course fees (excluding HELP) ▪ Travel ▪ Text Books ▪ Other (please specify) NB: For the 2010/11 income year, recipients of Austudy, ABSTUDY and youth allowance are allowed to claim deductions for self education following Antsis decision. The Government intends to prevent deductions from taxable allowances to prevent such deductions as from 1 July 2011.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Other Work Related Expenses			
Seminars and courses not at an educational institution but related to your work: <ul style="list-style-type: none"> ▪ Seminar and course fees ▪ Other <ul style="list-style-type: none"> ➢ Home office expenses (26 cents per hour estimate method available) ➢ Computer and software ➢ Telephone/mobile phone/internet ➢ Tools and equipment ➢ Subscriptions, union fees or professional body fees ➢ Journals/periodicals ➢ Expenses in relation to allowances (i.e. overtime meals) ➢ Sun protection clothing ➢ depreciation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Personal Superannuation Contributions			
Have you made personal contributions to a complying superannuation fund? If yes, please answer the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you fully self-employed during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you partly self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you partly self-employed and worked for an employer who provided no superannuation cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Dividend or Interest Deductions			
Have you received any dividends or interest? <i>Expenses incurred in relation to that income can be claimed against that income. The expenses would include accounting keeping fees, management fees, interest charged on money borrowed to purchase shares or units.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Donations or Gifts			
Have you made any gifts or donations? If so attach receipts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Managing Your Tax Affairs			
Have you paid any expenses relating to preparing and lodging your previous year's tax return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you paid any expenses relating to advice from a registered tax agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you incurred costs of travel in obtaining tax advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you paid any interest to the Australian Taxation Office for late payment of income tax?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you paid any expenses for advice relating to managing your legal obligation in relation to another person's tax affairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAX OFFSETS AND ADJUSTMENTS			
27. Adjustments to Offsets			
Have you received any Family Tax Benefit during the financial year? <i>If yes, please provide details of the amount and type of any Centrelink payments received during the financial year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Private Health Insurance			
Were you a member of a private health fund(s)? If yes, please provide your annual statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Higher Education Contribution Scheme and Others			
Do you have a HECS/HELP debt? If yes, attach a copy of your HECS/HELP statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a SFSS DEBT? If yes, attach a copy of your SFSS statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>