JOE PIEN
CHARTERED ACCOUNTANTS
Going beyond the numbers

Income Tax Return Information Checklist for Individuals for the Year Ended 30th June 2016

IMPORTANT NOTE – WORKFLOW MANAGEMENT

Your 2016 Tax Return may be due for lodgement no later than **15th May 2017** (or as otherwise notified) please advise:

a) Is your Return required urgently? (In peak period July – December there is a three to six week turnaround)

Yes ☐ No ☐

b) If not required urgently, indicate the period that would be suitable:

7-12 weeks ☐ 13-20 weeks ☐ Anytime before due date ☐

We shall endeavour to ensure that your Tax Return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 9th January 2017. This will allow us sufficient time for preparing and lodging the Tax Return. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return is lodged in time.

NAME: ______________________________

PH NO.: ______________ **OCCUPATION:** ______________

HOME ADDRESS: ______________________________

EMAIL ADDRESS: ______________________________

SPOUSE'S NAME: **SPOUSE'S DATE OF BIRTH**

______________________________ ______________

NAMES OF DEPENDANT CHILDREN **DEPENDANTS DATE OF BIRTH**

______________________________ ______________

______________________________ ______________

BANK ACCOUNT DETAILS FOR REFUNDS:

BSB: ____________ Acct no. ____________

Account Name: ______________________

	Information	Information Provided
A	**Income**	
1.	PAYG payment summaries (eg from employers)	☐
2.	Lump sum payments (eg superannuation; employment termination payment)	☐
3.	Details of other earnings (eg allowances, benefits, director's fees, commissions, tips and another other income including payments received under sickness and accident insurance policies, Australian annuities, superannuation or other pensions)	☐
4.	Pensions and other benefits received from the Australian Government (eg Newstart, Sickness Allowance, Exceptional Circumstances Relief payments, Austudy or other education allowances)	☐
5.	Partnership distribution statement, and a copy of partnership's tax return (include list of expenses incurred in deriving these distributions eg travel to accountant, investment materials purchased etc)	☐
6.	Trust distribution statement, and a copy of trust's tax return (include list of expenses incurred in deriving these distributions eg travel to accountant, investment materials purchased etc)	☐
7.	Documentation regarding foreign employment/income, pensions, interest, dividends, distributions & associated tax credits, foreign assets or property	☐
8.	Bank statements stating interest earned including term deposits	☐
9.	Dividend statements (additionally if you have participated in any dividend reinvestment scheme or received bonus shares, please provide full details)	☐
10.	Employee share scheme statements	☐
11.	Managed fund annual tax statement and capital gains tax statement	☐
12.	Buy/sell contract notes for shares or other assets acquired or sold (include real estate, shares or instalment receipts, unit trust investments, plant & equipment, motor vehicle) - Please provide all contracts, solicitor's correspondence, commissions & fees paid. - If an existing asset was traded in, scrapped, or otherwise disposed during the year, provide full description, transaction date and trade-in or sale proceeds received. - Where assets were purchased subsequent to 19/9/85, please include details of the purchase date and cost.	☐
13.	**If you earn personal services income and are not an employee:** - Did you satisfy the results test - Have you received a personal services Determinations(s) that was in force for the whole of the income year that you earned PSI - Did you receive 80% or more of your PSI from one source and have a determination(s) in force for the whole of the period OR - Did you satisfy the – unrelated client test or employment test or business premises test - Tax withheld – Voluntary agreement	☐

	Information	Information Provided
	- Tax withheld where ABN not quoted - Tax withheld – labour hire or other specified payments	
B	**Work-related Deductions**	
1.	Details of depreciable assets bought during the year (eg laptops)	☐
2.	Details and receipts for home office expenses	☐
3.	Professional journals/trade magazines	☐
4.	Professional memberships/subscriptions	☐
5.	Receipts for continuing professional development courses and seminars	☐
6.	Receipts for self-education expenses (include connection details with current employment)	☐
7.	Receipts for work-related protective clothing, uniform, laundry	☐
8.	Travel expenses - Details of airfares, accommodation, meals and taxi fares and advise purpose of trip (include itinerary, if available)	☐

9.	Motor Vehicle expenses
	- If <5000 business kilometres
	  - estimate of kilometres travelled and engine capacity of vehicle
	- If >5000 business kilometres
	  - full details of fuel & oil, repairs & maintenance and registration and insurance for EACH vehicle used in relation to work
	- Log book (if maintained)
	  - ensure that log books are no older than 5 years and are properly maintained
	  - date of journey
	  - odometer reading at beginning and end of journey
	  - purpose of journey
	- Odometer readings at 1 July 2015 and 30 June 2016
	- Ensure log books are properly maintained then provide full details of vehicles concerned including date of purchase, full cost of purchase, make, model and engine capacity
		
		☐
		
		☐
		
		☐

10.	Other expenses - Other expenses (e.g. trade or business tools, sun protection products for outdoor workers, journals and/or subscriptions, union fees, home office expenses, accident and sickness insurance premiums, seminars)	☐
C	**Other Deductions**	
1.	Receipts for donations of $2 and over to registered charities	☐
2.	Expenditure incurred in managing tax affairs (eg tax agent's fees)	☐
3.	Expenditure incurred in earning interest, dividend and other investment income (eg investment advice fees)	☐
4.	Income protection insurance premiums	☐

	Information	Information Provided
D	**Rental Properties**	
1.	Date when property was purchased, including details of co-ownership if applicable (required only if not provided in prior years) - If the property was purchased during the income year, please provide purchase details including copy of the contract and settlement statement.	☐
2.	Period property was rented out during the income year	☐
3.	Records detailing rental income (annual statement from property agent, if engaging services of an agent)	☐
4.	Loan statements for property showing interest paid for the income year	☐
5.	Details of any new borrowings from banks or other financial institutions - Provide copies of all correspondence between yourself and the lender including details of all establishment fees and associated borrowing costs. - Include copies of all loan statements.	☐
6.	Expenses incurred such as water charges, land tax and insurance premiums	☐
7.	Details of costs incurred in administering rental properties - Include details of travel expenses incurred and kilometres travelled to collect rent and make property inspections.	☐
8.	Separate bank account maintained for rental property - Include all cheques and deposit details and copies of bank statements - Ensure all deposits are clearly marked and cheque details are complete with appropriate descriptions.	☐
9.	Details of depreciable assets bought or disposed of during the year	☐
10.	Details of any capital works on the property - Details of the nature and amount of all expenditure on furniture, equipment, structural building additions, extensions and/or improvements and date the expenditure was incurred.	☐
11.	Property Construction Costs (required for Building Write Off Deduction) provide only if not provided in prior years) - Details of when the property was constructed and the construction costs (if this information is not available, please contact our office)	☐
12.	If the property was disposed of during the income year, information relating to dates and costs associated with the disposal of the property (provide contract and settlement statement)	☐
E	**Offsets/Rebates**	
1.	Non-employer sponsored/personal superannuation contributions - Full details should be provided including the name of the fund, your member account number, and the amount contributed - For 2015/16 you may be entitled to tax rebate for superannuation contributions for your non-working or low income earning spouse	☐
2.	Details of medical expenses where the total exceeds $2,218 (after Medicare and private health fund rebates)	☐

	Information	Information Provided
	- Full details of expenditure on medical, dental and chemist etc - Full details of health insurance and Medicare refunds received **Note:** this information can be downloaded from www.medicareaustralia.gov.au/online	
3.	Details of dependants, including their age, occupation and income	☐
4.	Private health insurance statement (and details of prepaid premiums)	☐
5.	Zone Rebate – Record of time spent during income year in remote locations	☐
F	**If Operating as a Sole Trader**	
	Cashbook, which includes records of drawings taken before the business takings were banked	☐
	Copies of Business Activity Statements lodged	☐
	Copies of PAYG summaries for employees	☐
	Details of any government grants, rebates or payments received	☐
	Details of superannuation contributions for employees	☐
	Details of any assets purchased, including date of purchase and amount	☐
	Payments of salaries and superannuation to associates	☐
	Records from accounting software (eg trial balance, profit and loss (P&L) and balance sheet)	☐
	Statements of all liabilities of the business	☐
	Notice of superannuation contributions for self-employed persons	☐
G	**Other Information**	
	HECS/HELP details - HECS/HELP account debt details received from the Australian Taxation Office - Dates and amounts of any voluntary repayments	☐
	Copies of Instalment Activity Statements/PAYG Instalments lodged	☐
	Details of other tax withheld on income - Amounts on which family trust distribution tax has been paid - Amounts on which ultimate beneficiary non-disclosure tax was paid	☐
	Any other information that you think is relevant	☐

IMPORTANT NOTE: SPOUSE INCOME

Where applicable please ensure you provide full details of your spouse's (married or de facto) taxable income for 2015/16. This is required for a number of reasons, including for calculating your Medicare Levy liability and for determining your eligibility for certain tax rebates.

DO YOU WANT MORE ADVICE ON:	YES	NO
Setting up a business		
Self Managed Super Fund (SMSF)		
Financial Planning		
Insurance (Life/Trauma/TPD/Income Protection)		
Finance		
Mortgage		
Existing home loan review		

Authorisation:

I/We have completed the checklist in full and have provided all required information.

To: Joe Pien Chartered Accountants

I/We hereby authorise you to prepare our Income Tax Return for the year ended 30th June 2016.

I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with our banks, finance companies, the Australian Taxation Office, and other third parties to obtain such information as you require in order to carry out the above assignment.

Signature……………………………………………………. Date………………………………………………………….

Signature……………………………………………………. Date………………………………………………………….