



INDIVIDUAL TAX CHECKLIST 2012

FULL NAME: _____
 HOME ADDRESS: _____
 POSTAL ADDRESS: _____
 TELEPHONE: (H) _____ (W) _____ (M) _____
 EMAIL: _____ FAX: _____
 OCCUPATION: _____

*Where reply
is 'YES'
please supply
supporting
documents*



INCOME

YES NO

1 Salary or wage

Include PAYG payment summaries.

2 Allowances, earnings, tips, director's fees, etc.

Provide documentation to support.

Receipt of an allowance does not automatically entitle an employee to a deduction for expenditure to which the allowance relates (e.g. tool allowance).

3 Employer lump sum payments

Provide the statement of termination from employer if it's not on your PAYG summary. These payments are in respect of unused annual and long service leave paid out on termination of employment.

4 Employment termination payments (ETP's)

Attach any ETP payment summaries and employer termination statements.

5 Australian Government allowances and payments like Newstart, youth allowance and custody payment

Provide details of all Youth Allowance, Newstart, Sickness Allowance or Special Benefit, or other educational or training allowances.

6 Australian Government pensions and other allowances

If so provide details.

7 Australian annuities and superannuation income streams

Obtain details of taxable and rebatable components of pension.

If so provide details.

8 Australian superannuation lump sum payments

Superannuation lump sums paid from a taxed source to a person aged 60 or over are tax free. Lump sums paid to persons under 60 are still taxable.

Provide details of the amount of the lump sum payment.

9 Attributed personal services income

Provide all Payment Summaries – personal services attributed income and details of any other personal services attributed to the taxpayer.

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



INCOME (continued)

10 Gross interest

Provide details of interest that is received or credited in a year is taxable. Care should be taken to gross interest up where TFN withholding tax has been deducted.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

11 Dividends

Provide details of unfranked, partly franked and fully franked dividends, assessable for taxation purposes.

Tax tip – Where a reinvestment program has been entered into the value of that dividend reinvestment is taxable.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

12 Employee share schemes

Provide details including the discount given on the 'qualifying shares or rights' which under the employee share schemes are assessable for taxation purposes.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

13 Partnerships and trusts

Provide details of the partnership, trust or a managed investment trust fund payment and type of income received. If the entity is a managed trust we require a copy of the annual tax summary report.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

14 Personal services income (PSI)

Are you a sole trader?

If yes, did you receive income predominantly (80% or more) from the one source and did not have a Personal Services Business Determination in place. Provide the personal services Business Determination.

Note: If you derived income from business and you are a Small Business Entity you may be eligible to claim the entrepreneurs tax offset where your business turnover does not exceed \$75,000. This offset ceases as from the 2012/2013 years.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

17 Net farm management deposits or withdrawals

Provide statement of accounts for details of any deposits or withdrawals from your farm management accounts. This item is for primary producers only.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

18 Capital gains / losses

Provide a description of the asset, the purchase date, the purchase cost, the date and amount of any expenditure incurred by the taxpayer that forms part of the asset's cost base including eligible incidental costs, the sale date, and the sale proceeds amount. We also require copies of the purchase and sale contract and where applicable the solicitors settlement statement.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

19 Foreign entities

Provide any attributable income in relation to any controlled foreign company, foreign investment fund / foreign life policy or transferor trust.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

20 Foreign source income and foreign assets or property

Provide details of country, amount received, exchange rate utilised, foreign tax withheld.

Note: Income derived from foreign service lasting greater than 91 consecutive days is no longer exempt unless the employment is related to specific activities e.g. deployment by the Australian Armed Forces.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

INCOME (continued)

21 Rent

Provide details of:

- Rental income earned
- Interest charged on money borrowed for the rental property
- Details of other expenses relating to the rental property
- Details of any capital works expenditure to the rental property
- Property Agent year end statement for the full year
- Quantity Surveyors depreciation report.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

22 Bonuses from life companies and friendly societies

Provide documentation regarding bonuses received on insurance bonds issued by life insurers and friendly societies. Bonuses are tax free if cashed in after 10 years. If not, the bonuses may be taxable and a rebate can be claimed.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

23 Forestry managed investment scheme income

Provide details of any managed investment scheme income.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

24 Other income

Have you received any other income that has not been discussed? Examples include:

- A non-qualifying component of an ETP
- Lump sum payments in arrears
- Foreign exchange gains
- Any assessable balancing adjustments on depreciating assets
- Grants or Bursaries
- Scholarships
- Jury service fees
- Royalties

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

DEDUCTIONS

D1 Work related car expenses

The four methods available are:

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

1. Cents per kilometre method

Claim is based on a set rate for each business kilometre travelled. Rates are based on the vehicle's engine capacity. Taxpayer is able to claim costs by applying the set rate up to a maximum of 5,000 business kilometres. The rates for the 2012 year are as follows:

Engine capacity (non-rotary) Rate per kilometre

- Up to 1600cc 63 cents
- 1,601 to 2,600cc 74 cents
- Over 2,600cc 75 cents

Engine capacity (rotary) Rate per kilometre

- Up to 800cc 63 cents
- 801 to 1,300cc 74 cents
- Over 1,300cc 75 cents

2. 12% of original value method

Claim is based on 12% of the original value of the car. Maximum car value that can be claimed is \$57,466.

The taxpayer's car must have travelled greater than 5,000 business kilometres.

3. One-third of actual expenses method

Claim is based on one third of car expenses. Examples of car expenses include fuel, repairs, maintenance, registration, lease costs, depreciation, interest on borrowings, car washing and parking.

The taxpayer's car must have travelled greater than 5,000 business kilometres.

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



YES NO

DEDUCTIONS (continued)

4. Logbook method

Claim is based on the business use percentage of car expenses. Ensure the logbook is kept for 12 consecutive weeks. The log book is valid for 5 years unless the business use percentage varies downward by more than 10%. The resulting business use percentage may then be applied to all car expenses to calculate a deductible amount.

We require the commencement and completion date of your log book.

Please provide the documentation to support your method of Choice.

D2 Work related travel expenses

Domestic Travel

Generally requires you to sleep away from home. Expenses include meals, accommodation, car hire and incidentals, such as tolls, parking and hire of third party vehicles.

Please provide the documentation to support your travel claim.

Overseas Travel

Provide documentary evidence as well as diary.

Substantiation is not required where 'reasonable allowance' paid to employee for accommodation (domestic only), food, drink and incidentals if allowance within ATO limits.

D3 Work related uniform, occupation specific, protective clothing, laundry/dry cleaning expenses

Provide documentation for Protective clothing and safety footwear – clothing or footwear that is specifically designed to protect, or:

- *Compulsory uniforms* – non-conventional clothing that the employee is compelled to wear or
- *Occupational-specific* – clothing that identifies a person as a member of a specific profession, trade, vocation, occupation, or calling.

Substantiation not necessary for reasonable claims up to \$150 in respect of above mentioned clothing.

Protective clothing includes sun protection where appropriate in your occupation. Substantiation not necessary up to \$85.

Tax tip: you can only claim laundry and dry cleaning expenses in respect of work-related uniforms and occupation specific clothing.

D4 Work related self-education expenses

Provide evidence supporting your claim and the purpose of the self education.

Examples include student union fees, books, stationery, consumables, travel, and depreciation.

Tax tips: the ATO pays particular attention to these items, so ensure that all claims can be substantiated appropriately. Note also that the first \$250 of eligible self-education expenditure is not allowable.

D5 Other work related expenses

Provide evidence supporting your claim.

Examples include union fees, seminars, overtime meals, home office, telephone, subscriptions, briefcase, calculator, electronic organiser, and assets not exceeding \$300.

Note: Deductions differ for a home office depending on whether it is a place of business or an office used away from the normal workplace. If the appropriate diary has been maintained, you can use the cents per hour method (currently 34 cents) when calculating the amount of the deduction for additional running expenses able to be claimed, subject to maintaining a diary for a required period.

D6 Low-value pool deduction

Provide Documentation.

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

DEDUCTIONS (continued)

D7 Interest deductions

Provide details. Cannot be claimed unless income at question 10.

D8 Dividend deductions

Provide details. Cannot be claimed unless income at question 11.

D9 Gifts or donations

Ensure that all donations are endorsed deductible gift recipients and that you did not receive any tangible benefit from making the donation such as raffle tickets, pens, cards, etc.

D10 Cost of managing tax affairs

Note: This includes ATO General Interest Charge, tax agent fees and travel to tax agent.

D11 Deductible amount of undeducted purchase price of a foreign pension or annuity

If you are in receipt of a foreign pension or annuity ensure you provide all documentation relating to it.

D12 Personal superannuation contributions

Strict rules apply to when an employee can claim a tax deduction. Following recent changes, a self-employed taxpayer may be able to claim their contributions (up to \$25,000 or \$50,000 under certain conditions) to a complying superannuation fund as fully tax deductible up to age 75, provided no more than 10 per cent of their assessable income or reportable fringe benefits is attributable to their employment as an employee.

Provide details of all super fund contributions both deductible and non deductible.

D13 Deduction for project pool

Relates to certain capital expenditure incurred after 30 June 2001 which is directly connected with a project carried on, or proposed to be carried on, to gain or produce assessable income (i.e. this expenditure can be allocated to a project pool and written off over the project life, but the expenditure must not otherwise be deductible nor form part of the cost of a depreciating asset).

Provide documentation for any capital expenditure incurred in the 2012 year.

D14 Forestry managed investment scheme deduction

Initial investors in forestry managed investment schemes (forestry schemes) will receive a tax deduction equal to 100 per cent of their contributions.

Subsequent investors will receive a tax deduction for their ongoing contributions to forestry schemes, provided that at least 70 per cent of the scheme manager's expenditure under the scheme is expenditure attributable to establishing, tending and felling trees for harvesting (direct forestry expenditure or DFE).

Provide details of any managed investment scheme contributions.

D15 Other deductions

Provide documentation for any black hole expenditure, accident or sickness insurance premiums.

TAX OFFSETS

T1 Spouse (without dependent child or student), child-housekeeper, or housekeeper

Did you have a dependent spouse (de facto or married), a child-housekeeper, or a housekeeper?

If you did, provide the date of birth and the separate net income of the dependent to determine how much offset (if any) can be obtained.

T2 Senior Australians (includes age pensioners, service pensioners and self-funded retirees)

Are you a senior Australian?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



TAX OFFSETS (continued)

T3 Pensioner

Are you a pensioner and did not claim an offset at T2?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

T4 Australian superannuation income stream

Did you have an Australian superannuation income stream?

If so provide details.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T5 Private health insurance

Do you have private health care?

If yes please provide Health Insurers Name, Policy number, type of cover and rebate claimed.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T6 Education tax refund

This has been replaced by the Education Tax Schoolkids Bonus which is paid directly to yourself if you are eligible rather than having to claim it in your tax return.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

SUPPLEMENT TAX OFFSETS

T7 Superannuation contributions on behalf of your spouse

Have you made superannuation contributions on behalf of your spouse where the aggregate amount of your spouse's assessable income and reportable fringe benefits does not exceed \$13,800?

If so can you provide the details of the contribution?

A full 18% rebate is available for contributions of up to \$3,000 where the spouse's aggregate amount is \$10,800 or less. The rebate reduces for every \$1 in excess of \$10,800 and phases out if the spouse's aggregate amount exceeds \$13,800.

Tax tip: The maximum rebate that can be claimed is \$540.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T8 Zone or overseas forces

If you have lived or worked in a remote or isolated area of Australia, or served overseas as a member of Australia's Defence Forces, then you may be eligible for this offset.

If so please provide details including location and number of days.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T9 20% tax offset on net medical expenses over the threshold amount

Do you have net medical expenses over \$2,060?

If so provide details of gross medical expenses (and subtract related refunds the taxpayer received or is entitled to receive from Medicare or a private health fund).

The 20% rebate will be available where the total of all the net medical expenses of a taxpayer (and dependents) exceeds \$2,060.

Tax tip: The rebate applies to most medical and related therapeutic treatment of a taxpayer and dependents but excludes certain cosmetic surgery.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T10 Dependent relative

Did you maintain a parent, parent in-law or invalid relative?

If so please provide details?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

T11 Landcare and water facility rebate

30% tax offset for one third of eligible expenditure in lieu of deduction for eligible expenditure.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

INDIVIDUAL TAX CHECKLIST 2012

Where reply is 'YES' please supply supporting documents



YES NO

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

ADJUSTMENTS

A2 Part year tax free threshold

Did you stop full time education or did you become a tax resident or stop being a tax resident of Australia in the year ended 30 June 2012?

If so provide details.

A3 Super co-contribution

Are you claiming the super co-contribution?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

INCOME TESTS

IT3 Tax free government pensions

Provide details and amounts of pension.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

IT7 Child support you paid

Have you paid any child support during the year?

Provide records so we can work out the total amount of child support that you paid during the 2012 income year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

NOTES AND QUESTIONS

TAXPAYER'S DECLARATION

I declare that the information I have provided in this questionnaire (including any attachments) are true and correct to the best of my knowledge. I declare I have the necessary receipts and/or other records (or can obtain the necessary written evidence within a reasonable time) to support my claims.

Taxpayer's Signature: _____

Date: ____ / ____ / ____