



2010 INDIVIDUAL TAX RETURN CHECKLIST

A. CLIENT DETAILS

ONLY COMPLETE SECTION A IF YOUR DETAILS HAVE CHANGED OR IF YOU ARE A NEW CLIENT

1. Tax File Number: ABN:
2. Name: Mr/Mrs/Ms/Miss:
3. Residential Address:
Postal Address:
4. Contact Points: Tel: (H) (W) (Mob) Email:
5. Date of Birth: Place of Birth:
6. Occupation:

PLEASE ANSWER THE FOLLOWING QUESTIONS AND WHERE REPLY IS "YES", SUPPLY SUPPORTING INFORMATION WE REQUIRE SCANNED COPIES OF YOUR ORIGINAL TAX DOCUMENTS SENT TO US VIA EMAIL. CLIENTS WITH SECURE ACCESS TO OUR WEBSITE CAN UPLOAD THESE TO THEIR CLIENT AREA. ASK FOR A LOG-IN OR VISIT OUR WEBSITE

B. INCOME

7. Did you receive income from:
 - (a) salary/wages and other allowances (e.g. bonuses and tips) YES NO
 - (b) any Superannuation pension, annuity or Government benefits/allowances YES NO
 - (c) interest and withholding taxes YES NO
 - (d) dividends (including re-invested dividends) YES NO
 - (e) Trust Distributions or Managed Funds (e.g. unit, cash management, deceased estate, partnership etc.) YES NO
8. Did you receive any lump sum payments (e.g. an ETP) from the termination of your employment. YES NO
10. For Capital Gains Tax purposes, did you sell, dispose of, or sign any contracts during the year for sale of any assets (e.g. shares, land, house, etc) in Australia and/or overseas? YES NO
11. Did you receive any overseas income (e.g. foreign employment, Pensions, annuities, interest, rent, dividends, etc.) YES NO
12. Did you receive any other form of income (e.g. royalties, consulting fees, **employee shares schemes**)? YES NO
13. Did you receive any income or incur any expenses from your own a business? YES NO
14. Did you receive Forestry Managed Investment scheme income? YES NO

} Attach Payment Summaries

Please complete attachment 1

C. DEDUCTIONS

15. Did you incur any work related expenses which you have documentation for:
 - *(a) work related vehicle expenses (Note: Log books must be under 5 years old)? YES NO
 - *(b) work related travel expenses YES NO
 - *Summarise vehicle expenses, car purchase details and log book business % applicable and note total business kilometers travelled.
 - (c) work related uniform expenses, laundry and dry cleaning? YES NO
 - (d) Self education expenses relating to your work? YES NO

(e) Any other work related expenses:

- (i) income protection insurance YES NO
- (ii) home office, telephone, electricity, internet, furniture YES NO
- (iii) subscriptions, magazines, association or union fees YES NO

(f) Tax Management expenses for tax return preparation or advice YES NO

16. Do you own a Rental Property? YES NO

If YES, please provide details of the following items:

- (a) Rent received
- (b) Agents fees/Commission
- (c) Council and water rates
- (d) Capital Improvements
- (e) Repairs & maintenance (dates and details required)
- (f) Strata levies (an Special Levies)
- (g) Interest on Loan
- (h) Building Depreciation Reports
- (i) National Rental Affordable scheme certificate, if available

If newly acquired or sold, provide settlement details, plus exchange dates of purchase and sale. Confirm how many weeks in the year that the property was available for rent. If you have a Quantity Surveyor's Depreciation report, please provide us with a copy.

18. Have you made any donations to eligible organisations or charities? YES NO

19. Interest and dividend deductions..... YES NO

20. Do you have any other expenses that might be deductible (e.g. Agriculture/Horticulture Investments)? YES NO

D. REBATES

21. (a) Do you support a dependent spouse/de facto? YES NO
(b) Was he or she not eligible for Family tax Benefit part B? Did you taxable income exceeds \$150,000 YES NO

If you answer "NO" for question (b), Please provide your spouse details:

- (i) number of days living together
- (ii) Full Name and Date of Birth
- (iii) Tax File Number
- (iv) separate net income

(c) Do you also support a dependent child under 16? YES NO
(d) Were you a sole parent? For what period of the year? YES NO
(e) Other rebates e.g. zone, invalid relatives, spouse superannuation contribution YES NO

22. Did your medical expenses for the financial year exceed \$1,500 after any refunds from Medicare and your private health insurance fund? **Provide an Annual Tax Summary from Medicare and your Health Fund** plus any other costs (e.g. Pharmacy expenses) YES NO

23. Did you or your dependents have appropriate Private Health Insurance Cover? (Please provide Private Hospital Insurance Statement) YES NO

24. Are you entitled to claim a Medicare exemption (e.g. Defence Forces)? YES NO

25. Did your residency for income tax purposes change during the year?..... YES NO

26. Do you have a HECS or HELP debt? YES NO

27. Family Tax Benefit Claims are processed by Family Assistance Offices from 1 July 2009. Please contact them on **13 61 50**

28. Education Tax Refund: did you support education of your children? YES NO

If "YES", please provide following information:

Student 1 Name Primary Secondary Support Share percentage..... %
Student 2 Name Primary Secondary Support Share percentage..... %

Expenses paid in this year:

Laptops Home computer and software Printer School books
Trade tools for school Stationary Uniforms Others

For more information on the Education Tax Refund go to: <http://www.ato.gov.au/individuals/content.asp?doc=/content/00174278.htm>

F. TAXPAYER'S DECLARATION

I declare that all the information I have given is true and correct and that I have the necessary receipts and records to support each of the above amounts claimed.

TAXPAYER'S SIGNATURE: _____

DATE: _____

Would you like assistance on any matter?

Please book an appointment online: <http://www.banyanconsulting.com.au/index.cfm/Request Appointment>

Our Tax Preparation Fee schedule: <http://www.banyanconsulting.com.au/index.cfm/Tax Fee Estimate>

Ask a Tax Question - \$55.00 inc GST: <http://www.banyanconsulting.com.au/index.cfm/Ask a Tax Question>

TAX TIPS: SOME COMMONLY FORGOTTEN TAX DEDUCTIONS

- Depreciation (Quantity Surveyor Reports) for income producing buildings..... YES NO
- Depreciation of fixtures and fittings for rental properties YES NO
- Income Protection insurance YES NO
- Business Travel Diary..... YES NO
- Parking Fees and Tolls..... YES NO
- Borrowing costs for Loans on Rental properties or Margin/Investment Loans YES NO
- Travel between work and study places YES NO
- Travel to investment seminars for investors YES NO
- Internet usage for work related activities..... YES NO