

## HEALTH PROFESSIONAL CHECKLIST

Name \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Person Preparing Checklist \_\_\_\_\_

Changes to Details (if any) \_\_\_\_\_

### **Financial Year – 1 July 2017 to 30 June 2018**

*(All information requests relate to this period, unless otherwise noted)*

	Provided (Y or N/A)	Further Details
<b>GENERAL</b>		
For completeness, if you have children, would you please provide the following details:  DOB: Full Name: Shared Custody (if applicable):		
Have your circumstances changed this year: • Have you run a business for the first time?		<i>Please provide details.</i>
Private Health Insurance – Please attach your: - <b>Annual Private Health Insurance Statement.</b> - <b>Summary of Cover.</b>		<i>We require the statement to correctly complete your tax return.</i>
Bank Account Details – the ATO only issues refunds into bank account, please supply the details of your preferred bank account.  <i>Note: Holmans will require payment of outstanding fees prior to lodgement of your return/s.</i>		<b>Bank:</b> <b>BSB:</b> <b>Account Number:</b> <b>Acct Name:</b>
<b>BUSINESS OR EMPLOYEE?</b>		
If you operated as a contractor during the year (i.e. you used an ABN), please provide an income and expenses summary (i.e. Xero report, Excel so-on) that matches your Business Activity Statements lodged.  The items listed further below should only be provided if not already included in your summary.		

	Provided (Y or N/A)	Further Details
<b>INCOME</b>		
<p>Salary &amp; Wages – Do you have Salary &amp; Wages income?</p> <p>Please provide a <b>Job Title/Description</b> that best describes your employment (i.e. General Practitioner, Specialist, Pharmacist, Dentist, Optometrist, etc)?</p>		<i>Please attach all PAYG Withholding Payment Summaries (aka Group Certificates).</i>
<p>Other Medical related income such as:</p> <ul style="list-style-type: none"> <li>• Allowances</li> <li>• Rural Retention Payments</li> <li>• Lag Payments</li> <li>• Medicare Receipts</li> <li>• Commissions / Bonuses</li> </ul>		<i>Please provide details.</i>
<p>Interest Income – Please provide details of any interest earned on savings accounts or Term Deposits during the year.</p>		<i>Please note – The Australian Taxation Office do have the ability to match your records to Financial Institution records and review your income tax returns where they are incorrect.</i>
<p>Did you receive any Lump Sum Payments, Eligible Termination Payments or Income Insurance Receipts?</p>		<i>Please attach the relevant details.</i>
<p>Did you receive any Pensions – Government, Superannuation or other?</p>		<i>Please provide details.</i>
<p>Did you receive any income from a Trust or Partnership Investment such as MLC, Navigator, so-on.</p>		<i>Please provide a copy of the full Annual Income Tax Statement Summary report.</i>
<p>Did you receive any Dividends during the year? If so, please provide a summary of the following amounts:</p> <ul style="list-style-type: none"> <li>• Franked Dividends</li> <li>• Unfranked Dividends</li> <li>• Franking / Imputation Credits</li> </ul>		<i>Alternatively, please provide <b>all</b> your Dividend Statements for the year. Note – Most companies will pay 2 dividends each year. The relevant date is the dividend payment date (not the record date).</i>
<p>Did you buy or sell any significant assets – Land, Shares, Unit Trust investments so-on?</p> <p><i>Please note – the sale of privately used assets greater than \$10,000 may still attract Capital Gains Tax (i.e. Caravans/Boats).</i></p>		<p><i>Please provide details and attach the following:</i></p> <ul style="list-style-type: none"> <li>• Buy Contracts</li> <li>• Sell Contracts</li> <li>• Stamp Duty and Commission Costs</li> <li>• Legal Costs where relevant</li> <li>• So-on</li> </ul>

	Provided (Y or N/A)	Further Details
Rental Income – Please refer to or request a copy of the <b>Holmans Investment Property Checklist</b> .		
<p><b>Other Income</b> – Did you receive any other income during the year (i.e. Royalties, <b>Foreign Income</b> including Foreign Employment Income, Foreign Losses, other)?</p> <p><i>Even if you declare and pay tax on income in another country, it may still need to be disclosed here in Australia. The ATO is undertaking significant <b>data-matching</b> programs in this area.</i></p>		<i>Please provide details.</i>
<b>EXPENSES</b>		
<p>If you used a Motor Vehicle for work-related or business purposes, please provide the following details for each vehicle:</p> <ul style="list-style-type: none"> <li>• Registration Number</li> <li>• Business Percentage as per <b>Logbook</b></li> <li>• Business Kilometres travelled for the year</li> <li>• Engine size of each vehicle</li> </ul> <p>Costs associated with running each vehicle:</p> <ul style="list-style-type: none"> <li>▪ Fuel and Oil</li> <li>▪ Registration and Insurance</li> <li>▪ Repairs and Maintenance (including description of costs)</li> <li>▪ Other</li> </ul> <p>Please provide as much information as you can. Holmans can then calculate the method that provides you with the best claim.</p> <p>If you are claiming 100% of the vehicle costs as business/work related – can you please confirm that you have a second vehicle.</p>		<p><i>Details and Costs for multiple vehicles should be provided separately.</i></p> <p><i>Being on call doesn't make the motor vehicle travel deductible. However, Holmans take a practical approach and will claim reasonable travel deductions for travelling to engagements/call outs, where medical supplies or where significant patient files are carried in the Motor Vehicle.</i></p> <p><i>The ATO take a view that if you don't have another car, your only car cannot be 100% work/business related.</i></p>
<p>Other work related expenses to consider but not limited to:</p> <ul style="list-style-type: none"> <li>• Costs of medicines and medical supplies</li> <li>• Annual practicing certificate fee</li> <li>• Medical Licenses</li> <li>• Medical Board Fees</li> <li>• RACGP Membership</li> <li>• AHPRA Registrations</li> <li>• Other memberships, associations or registration fees</li> <li>• Professional Indemnity Insurances</li> <li>• Union Fees</li> <li>• Uniform (compulsory uniform) and Laundry</li> <li>• Work related Study Costs (Non Tertiary)</li> </ul>		<p><i>Please provide details of the costs below or provide copies of invoices.</i></p> <p><i>Where you operate through a company or trust, these costs should only be expenses incurred in your own name, not through your business and already recorded elsewhere.</i></p> <p><i>Where work/business use is not 100%, <b>please provide the work use %.</b></i></p>



	Provided (Y or N/A)	Further Details
<ul style="list-style-type: none"> <li>• First aid courses</li> <li>• Medical Equipment under \$300</li> <li>• Electronic Organisers, iPad or similar</li> <li>• Computer Equipment and Software</li> <li>• Repairs of equipment</li> <li>• Technical or professional publications</li> <li>• Dedicated stopwatches and fob watches</li> <li>• Other – please specify</li> </ul>		
<p>Seminars and Training Courses:</p> <ul style="list-style-type: none"> <li>• Cost of the seminar</li> <li>• Travel to and from the seminar including airfares and transfers</li> <li>• Accommodation while attending the seminar.</li> </ul>		<p><i>You will need proof of expenditure incurred – credit card records will suffice. You can only claim the nights related to attending the course.</i></p> <p><i>For example 2 days on a course and 5 days personal holiday – only 2/7ths of the accommodation will be claimable.</i></p>
<p>If you used your personal phone/internet for work-related purposes, please provide the following:</p> <ul style="list-style-type: none"> <li>• Home Phone usage (\$ per mth &amp; business %)</li> <li>• Mobile Phone usage (\$ per mth &amp; business %)</li> <li>• Internet Costs (\$ per mth &amp; business %)</li> </ul>		
<p>Self-Education Expenses – Are you completing Tertiary Studies for your current occupation? If so, you may be entitled to claim your course fees and text books.</p>		
<p>Do you have a home office?</p> <p>If so, please provide the <b>number of hours per week</b> on average that you would use your home office for employment / work related purposes.</p>		<p><i>This tells us how much electricity and related costs you can claim, without affecting the capital gains tax on your home.</i></p>
<p>Gifts and Donations?</p> <p><i>Please note – only donations to registered Deductible Gift Recipients are tax deductible. Raffle/lottery and charity event tickets are generally not deductible.</i></p>		<p><i>Please provide details.</i></p>
<p>Out-of-Pocket Net Medical Expenses relating to disability aids, attendant care and/or aged care greater than \$2,299.</p> <p>The Net Medical Expenses Tax Offset is available <b>only if</b> you paid for medical expenses relating to disability aids, attendant care, or aged care.</p> <p><i>Please note: If your adjusted taxable income is over \$90,000 (if you are single) or \$180,000 (for a family), Out-of-Pocket Net Medical Expenses must be greater than \$5,423.</i></p>		<p><i>Please provide details/copies of receipts of the eligible costs, any Medicare/Health Fund rebates received and the balance paid by you (i.e. Out-of-Pocket costs).</i></p>



	Provided (Y or N/A)	Further Details
Income Protection Insurance premiums paid for the tax year.		<i>Please provide a copy of the annual statement of premiums from your insurer.</i>
Please provide details of your Tax Agent Fees for the prior year. (Only if Holmans were not your Accountant)		
Did you make any personal superannuation contributions during the tax year for yourself or your spouse?  If so, please provide the following details: <ul style="list-style-type: none"> <li>• Superannuation Fund Name:</li> <li>• Superfund ABN / TFN: (Holmans will have if Self-Managed Super Fund)</li> <li>• Account Number:</li> <li>• Contribution Amount:</li> <li>• Date paid:</li> </ul>		<i>Please provide a copy of the superannuation fund statement acknowledging your voluntary contributions.</i>
<b>OTHER DETAILS</b>		
Do you have a spouse or de-facto partner who does not complete their tax return with Holmans? If so, please provide the following details for your spouse: <ul style="list-style-type: none"> <li>• A copy of their completed 2017 tax return;</li> <li>• Their date of birth and Tax File Number if not displayed in the tax return.</li> </ul>		
Did you live in a remote area (e.g. Mt Isa, Broome, so-on)?  If so, please provide the name of the town/area and the number of nights you lived there if not for a full year.		<i>You will need to have genuinely lived there for more than 183 nights to be eligible for the Zone Tax Offset (usual place of residence).</i>
Did you pay any Child Support during the year? If so, please provide details.		<i>The ATO has introduced new income tests to determine eligibility for some tax offsets and government benefits. How much you have paid in child support is now taken into account.</i>
<b>Are there any other details you think we may need to complete your income tax return?</b>  <b>The list above is intended to be a guide only – Please contact us if you have additional queries as to what other income and expenses might be applicable to your particular circumstances.</b>		<i>Please provide details.</i>

*I have reviewed my personal records for the period 1 July 2017 to 30 June 2018 and confirm, to the best of my knowledge, that the information provided to Holmans is true and complete.*

---

Signed

*Please be aware that the completeness and accuracy of the information you provide to us remains your responsibility. In engaging us to prepare your tax return, you acknowledge that you must provide us with all relevant information and documentation to complete the engagement. Under the Self-Assessment Regime (the laws which govern the completion of income tax returns), the onus is on you to have adequate documentation to support your income and deduction claims. This documentation in most cases must be retained for between 5 and 7 years, although it is 10 years for Self-Managed Superannuation Fund. The ATO and other government bodies have the right to impose penalties if you are unable to substantiate the amounts or if they determine there is missing, false or misleading information in the lodged tax return.*