

INDIVIDUAL 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 / Your Comments
GENERAL		
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: • Annual Private Health Insurance Statement. • Summary of Cover.		<i>We require the statement to correctly complete your tax return.</i>
Bank Account Details for TAX REFUND. The ATO only issues tax refunds into a 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>		Bank: BSB: Account Number: Acct Name:
INCOME		
Salary & Wages – Do you have Salary & Wages income? Please provide a Job Title/Description that best describes your occupation (i.e. Legal Clerk).		<i>Please attach all PAYG Withholding Payment Summaries (aka Group Certificates).</i>
Interest Income – Please provide details of any interest earned on savings accounts or Term		<i>Please note – The Australian Taxation Office do have the ability to match your</i>

	Provided (Y or N/A)	Further Details / Your Comments
Deposits during the year.		<i>records to Financial Institutions records and review your income tax returns where they are incorrect.</i>
Did you receive any Lump Sum Payments, Eligible Termination Payments or Income Insurance Receipts?		<i>Please attach the relevant details.</i>
Did you receive any Government Assistance such as Newstart, Youth Allowance or Austudy?		<i>You can log into your Centrelink /MyGov account to print these.</i>
Did you receive any Pensions – Government, Superannuation or other?		<i>Please provide details.</i>
Did you receive any income from a Trust or Partnership Investment such as MLC, Navigator, so-on?		<i>Please provide a copy of the full Annual Income Tax Statement Summary report.</i>
Did you receive any Dividends during the year? If so, please provide a <u>summary</u> of the following amounts: <ul style="list-style-type: none"> • Franked Dividends • Unfranked Dividends • Franking / Imputation Credits 		<i>Alternatively, please provide all your Dividend Statements for the year. Note – Most companies will pay 2 dividends each year. The relevant date is the dividend <u>payment date</u> (rather than the record date).</i>
Did you buy or sell any significant assets – Land, Shares, Unit Trust investments so-on? <i>Please note – the sale of privately used assets greater than \$10,000 may still attract Capital Gains Tax (i.e. Caravans/Boats).</i>		<i>Please provide details and attach the following:</i> <ul style="list-style-type: none"> • Buy Contracts • Sell Contracts • Settlement Statements • Stamp Duty • Commission Costs • Legal Costs where relevant • So-on
Rental Income – Please refer to or request a copy of the Holmans Investment Property Checklist .		
Other Income – Did you receive any other income during the year (i.e. Royalties, Foreign Income including Foreign Employment Income, Foreign Losses, other)? <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 data-matching programs in this area.</i>		<i>Please provide details.</i>

	Provided (Y or N/A)	Further Details / Your Comments
During the year did you own, or have an interest in, assets located outside Australia which had a total value of AUD\$50,000 or more?		<i>Please provide details.</i>
EXPENSES		
<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"> • Registration Number • Business Percentage as per Logbook • Business Kilometres travelled for the year <p>Where you have a logbook, please provide the costs associated with running each vehicle:</p> <ul style="list-style-type: none"> ▪ Fuel and Oil ▪ Registration and Insurance ▪ Repairs and Maintenance (including description of costs) ▪ Other <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>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"> • Annual practicing certificate • Other memberships, associations or state registration fees • Professional Indemnity Insurance • Union Fees • Uniform (compulsory uniform) and Laundry • Work related Study Costs (Non-Tertiary) • First aid courses • Technical or professional publications/subscriptions • Work related books, DVDs etc. • Electronic Organisers (iPad or similar) • Computer Equipment and Software • Repairs of equipment • Other 		<p><i>Please provide details of all applicable expenses.</i></p> <p><i>Where equipment items cost more than \$300, please provide a copy of the invoice.</i></p> <p><i>Where work/business use is not 100%, please provide the work use %.</i></p>

	Provided (Y or N/A)	Further Details / Your Comments
<p>Seminars and Training Courses (<u>must</u> be related to your current employment/income):</p> <ul style="list-style-type: none"> • Cost of the seminar • Travel to and from the seminar including airfares and transfers • Accommodation while attending the seminar 		<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"> • Home Phone usage (\$ per mth & business %) • Mobile Phone usage (\$ per mth & business %) • Internet Costs (\$ per mth & business %) 		
<p>Do you have a home office?</p> <p>If so, please provide the number of hours per week on average that you 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 <u>not</u> deductible.</i></p>		<p><i>Please provide details/copies of receipts.</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 only if 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>
<p>Income Protection Insurance premiums paid for the tax year.</p>		<p><i>Please provide copy of the annual statement of premiums from your insurer.</i></p>

	Provided (Y or N/A)	Further Details / Your Comments
Please provide details of your Tax Agent Fees for the prior year. <i>(Only if Holmans were not your Accountant)</i>		
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"> • Superannuation Fund Name: • Superfund ABN / TFN: • Account Number: • Contribution Amount: • Date paid: 		<i>Please provide a copy of the superannuation fund statement acknowledging your voluntary contributions.</i> <i>(Holmans will have this if we look after your Self- Managed Super Fund)</i>
BUSINESS		
Did you run a business at any time during the year? If so, please refer to or request a copy of the Holmans Business Checklist .		
OTHER DETAILS		
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"> • A copy of their completed 2018 tax return; • Their date of birth and Tax File Number if not displayed in the tax return. 		.
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> <i>Note: Zone Tax Offset no longer applies to fly-in fly-out and drive-in drive-out employees.</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. Child support is now taken into account.</i>

	Provided (Y or N/A)	Further Details / Your Comments
<p>Are there any other details you think we may need to complete your income tax return?</p> <p>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.</p>		<p><i>Please provide details.</i></p>

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.