



# Crispin and Jeffery Chartered Accountants

## Individual Tax Return Checklist

**PLEASE MAKE SURE YOU ATTACH DETAILS OF ALL ITEMS THAT APPLY TO YOU**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_

(W) \_\_\_\_\_

(M) \_\_\_\_\_

(F) \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

WOULD YOU LIKE YOUR FINAL RETURN EMAILED TO YOU: Yes/No

EMAIL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

EFT DETAILS: Please note that the ATO will only provide returns via EFT.

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Did you live overseas for a period longer than 6 months: Yes/No Dates: \_\_\_\_\_

If your return is urgent please indicate the date you require it to be received by you: \_\_\_\_\_

NB. This Checklist is only a guide to help us declare all income and deductions that are required, please add any other information where you feel necessary.

	INCOME	YES/ NO	DOCUMENTS ATTACHED
1	<b>PAYG Payment Summaries</b> Specify number of payment summaries attached		
2	<b>Allowances, Earnings, Tips, Directors Fees</b> Attach all relevant documentation		
3	<b>Lump Sum Payments</b> Attach all relevant documentation		
4	<b>Eligible Termination Payments (ETP's)</b> Attach Payment Summaries		
5	<b>Pensions or Annuities</b> Was there an Undeducted Purchase Price (UPP) attached to the Pension or Annuity? Attach Payment Summaries and any other relevant documents		
6	<b>Interest Income</b> Attach all relevant documentation, showing Name of Bank, Account Number, Total Amount, Amount Applicable to You (if joint account),TFN Withholding Tax		
7	<b>Dividends Received</b> attach all dividend statements, showing Name of Payer, Franked, Unfranked,		
8	<b>Trust &amp; Partnership Income</b> Attach all relevant documentation - including Annual Tax Summaries		
9	<b>Managed Funds</b> Attach all relevant documentation - including Annual Tax Summaries		

10	<b>Business Income</b> Please refer to <i>Appendix 5</i> and attach relevant documentation, showing both Income and Expenses		<a href="#">Click here</a>
11	<b>Rental Income</b> If yes, refer to <i>Appendix 1</i>		<a href="#">Click here</a>
12	<b>Capital Gains</b> If yes, refer to <i>Appendix 6</i>		<a href="#">Click here</a>
13	<b>Foreign Income</b> - attach all relevant documentation, showing Country, Amount Received, Foreign Tax Withheld		
14	<b>Employee Share Scheme</b> - did you receive any shares/options for less than Market Value? (please attach the ESS payment summary or details of Shares/Options granted and Scheme Guidelines)		
15	<b>Other Income not stated above</b> - attach all relevant documentation Please contact us for any queries:		

	<b>WORK RELATED DEDUCTIONS</b>	<b>YES/ NO</b>	<b>DOCUMENTS ATTACHED</b>
1	<b>Car Expenses?</b> If yes, refer to <i>Appendix 3</i>		<a href="#">Click here</a>
2	<b>Travel Expenses?</b> e.g. Taxi Fares, Buses, tolls, etc. If yes, refer to <i>Appendix 3</i>		<a href="#">Click here</a>
3	<b>Uniform, Clothing, Laundry and Dry Cleaning Expenses?</b> - attach all supporting documentation		
4	<b>Self Education Expenses?</b> If yes, refer to <i>Appendix 4</i>		<a href="#">Click here</a>
5	<b>Income Protection Insurance?</b> If yes, please attach documentation		
6	<b>Other Work related Expenses?</b> If yes, refer to <i>Appendix 4</i>		<a href="#">Click here</a>

	<b>OTHER DEDUCTIONS</b>	<b>YES/ NO</b>	<b>DOCUMENTS ATTACHED</b>
1	<b>Interest and Dividend Deductions?</b> - attach all supporting documentation		
2	<b>Gifts or Donations?</b> - attach all supporting documentation		
3	<b>Cost of Managing Tax Affairs?</b> Other than Crispin & Jeffery's Fees (attach all supporting documentation)		
4	<b>Forestry Managed Investment?</b> Attach all supporting documentation e.g. initial investment (if 1st year) insurance, management fees, interest & charges on finance etc.		
5	<b>Other Expenses not named above?</b> - attach all supporting documentation  _____		

	TAX OFFSETS	YES/ NO	DOCUMENTS ATTACHED
1	<b>Spouse Details</b> <b>Did you have a spouse for any part of the income year?</b> If yes, refer to <i>Appendix 2</i>		<a href="#">Click here</a>
2	<b>Superannuation</b> <b>Have you made any personal contributions to a superannuation fund?</b>  <b>Have you made any contributions on behalf of your spouse?</b> Attach all supporting documentation, showing Name of Fund, Policy Number & Amount. NB. this does not include contributions made by your employer		
3	<b>Private Health Insurance</b> If no, refer to <i>Appendix 2</i> alternatively, please attach Health Fund Tax Summary		
4	<b>Are you entitled to a Medicare Levy Exemption</b> Attach all supporting documents		
5	<b>Did you have significant Medical Expenses after Medicare and/or Private Health Insurance rebates?</b> From 1/7/2015 only medical expenses for <b>disability aids, attendant care or aged care</b> are eligible for this offset. General medical expenses are no longer eligible and this will rule out many tax payers. Please contact your C&J adviser to discuss eligible expenses if you are not sure.		

**Improving our service: Did you find this questionnaire helpful?**

Please provide any comments: \_\_\_\_\_

## APPENDIX 1 - Rental Properties

Are you registered for Land Tax?

*(Please note that you are required to register for land tax if the land value for rental properties is in excess of \$432,000 for properties located in NSW. If you are unsure of the land value we recommend you register for land tax).*

Where you have more than one Rental Property, please copy this schedule  
(all rental properties must be accounted for separately)

Address of property \_\_\_\_\_  
\_\_\_\_\_

Your share or % share of ownership of the property

Name(s) of joint owner(s) of property \_\_\_\_\_

\* Date of acquisition \_\_\_\_\_

\* Acquisition Price \_\_\_\_\_

Date of sale (if applicable) \_\_\_\_\_

Date of Construction \_\_\_\_\_

Please include all incidentals associated with purchasing the property  
i.e. solicitor fees

*A building deduction of 2.5% to 4% of construction cost can be claimed per year for buildings that started construction after:*

*17th July 1985 - residential*

*19th July 1982 - commercial*

*21st August 1979 - Short-term residential*

Cost of Construction \$ \_\_\_\_\_

*(if unknown a quantity surveyor may need to complete a capital allowances schedule please contact us to organise this)*

Number of weeks rented this year From: \_\_\_\_\_ To: \_\_\_\_\_

Date property first earned rental income \_\_\_\_\_

Rental Income \_\_\_\_\_

List or alternatively attach all supporting documentation; \$

Advertising for tenants \_\_\_\_\_

Body corporate fees \_\_\_\_\_

Borrowing expenses \_\_\_\_\_

Cleaning \_\_\_\_\_

Council Rates \_\_\_\_\_

Depreciation/Building Write off:

\* New Properties - please provide us copies of the quantity surveyors schedule of depreciation.

\* Existing Properties - have you renovated during the year? \_\_\_\_\_

*(attach details)*

\* Attach details of all assets bought for the rental property during the tax year *(Appendix 7)*

Gardening/Lawn mowing \_\_\_\_\_

Insurance \_\_\_\_\_

Interest on Loans \_\_\_\_\_

Land Tax \_\_\_\_\_

Legal Fees \_\_\_\_\_

Pest Control \_\_\_\_\_

Pool \_\_\_\_\_

Property agent fees/commission \_\_\_\_\_

Repairs & Maintenance (details required) \_\_\_\_\_

Stationery, Telephone & Postage \_\_\_\_\_

Travel Expenses \_\_\_\_\_

Water Charges \_\_\_\_\_

Sundry Rental Expenses \_\_\_\_\_

Accounting Fees \_\_\_\_\_

Bank Charges \_\_\_\_\_

Maintenance Levies \_\_\_\_\_

Stamp duty on leased property \_\_\_\_\_

Other rental property expenses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please do not hesitate to contact us if you do not have one of these to discuss obtaining one

**\* Indicates compulsory questions**

**APPENDIX 2 - Spouse/Family Details**

Name: \_\_\_\_\_  
D.O.B. \_\_\_\_\_

Spouse's Income \_\_\_\_\_

Marital Status

If married, did you get married during the financial year?  
Date: \_\_\_\_\_

Dependant children	D.O.B.	Income (if any)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPENDIX 3 - Work Related Motor Vehicle & Travel Expenses**

**Motor Vehicle Expenses** (attach all supporting documentation)

Did you have a car under Lease or Hire Purchase Finance?  
If yes, was it a Novated lease through your employer?  
(If new / refinanced Lease or HP please attach a copy of the agreement showing the details)

Did you keep a log book for a 12 week period during the year or in the previous five years?  
Has your driving pattern changes by >10% from the log book period  
(if yes a new log book may need to be completed)

\* What is the business use %?

**Motor Vehicle Details and Expenses**

* Make & Model of Motor Vehicle
* Date of Purchase
* Engine Capacity
Car Registration No.
Details of expenses and amounts
Fuel Costs
Repairs & Maintenance
Registration Cost
Insurance
Interest or Leasing Charges
Other
* Total Kilometres travelled
* Purchase Price of Car

*\* Indicates compulsory fields if claiming a deduction*

**Travel Expenses** (attach all supporting documentation)

Taxi	_____
Buses	_____
Tolls	_____
Parking	_____
Other Travel Expenses	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

**APPENDIX 4 - Other Work Related Expenses**

**Self Education Expenses**

Name of Course	_____
How this relates to your work	_____
Course Fees	_____
Union Fees	_____
Stationery	_____
Parking, Transport Fees	_____
Motor Vehicle Expenses	_____
Technical journals	_____
Extra Tuition	_____
Other Expenses	_____
	_____
	_____
Equipment ( <i>Appendix 7</i> )	_____
Repairs to Equipment	_____
Post Graduate Fees (HELP Fees)	_____
(Please note this was formerly PELS)	_____
	_____

**Other Work Related Expenses**

References, journals, publications	_____
Telephone	_____
Home Office Expenses	_____
Number of hours worked at home	_____
(a ctual cost details not required, only diary evidence)	_____
	_____
Equipment ( <i>Appendix 7</i> )	_____
Leasing charges on work equipment	_____
Repairs to Equipment	_____
Telephone (business portion)	_____
	_____
Seminars and Conferences	_____
Investment Consultancy Fees	_____
Equipment ( <i>Appendix 7</i> )	_____
	_____
Other Work Related Expenses, not stated above	_____
_____	
_____	
_____	
_____	
_____	

NB. State how the expense relates to your work

## APPENDIX 5 - Sole Trader Worksheet

Did you carry on a business as a Sole Trader during the year?

Do you use MYOB or equivalent accounting software, or excel Spreadsheet?

(If Yes, please email / send a copy of the file or attach appropriate print outs)

Description of Main Business Activity

Business Name

Business Address

Business Income

\$

Opening Stock

Purchases

Closing Stock

Other Expenses:

Contractors & Commission

Superannuation

Bad Debts

Lease Expenses

Rent Expenses

(can be a %'age of home rent for home offices)

Interest Expenses

Depreciation

Motor Vehicle Expenses

Repairs & Maintenance

Other Expenses

Are you registered for GST?

If yes do the above figures include GST?



**APPENDIX 6 - Capital Gains Worksheet**

**Capital Gains Schedule**

*Please provide all requested information and attach all relevant documentation*

Asset Name	No. Units	Purchase			Sale		
		Date	\$/Unit	Total Cost	Date	\$/Unit	Total Sale
	01						

