

INCOME

PAYG Payment Summaries

Employer Details

Employer Details

Certificates attached YES NO

Did you receive Paid Maternity Leave from Employer or Family Assist? YES NO

Other Income (untaxed)

Source

Gross Income

Certificates attached YES NO

Interest earned on bank accounts YES NO

Bank	BSB	Account No.	TFN Tax \$	Amount \$
------	-----	-------------	------------	-----------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Please indicate if account jointly held)

Distributions from Trusts/Partnerships/Managed Funds YES NO

Details _____ Amount \$

(If Investment Schedule/Annual Tax Statement provided, please supply a copy)

Dividends Received YES NO

Name of Company	Unfranked Amt \$	Franked Amt \$	Imputation Credit \$
-----------------	------------------	----------------	----------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Income (Rental, Foreign, Sale of Shares/Property, etc) YES NO

Details _____ \$ _____ Details _____ \$ _____

(Please supply all relevant documents, including purchase and sale documentation where investments sold)

PRIVATE HEALTH INSURANCE

Private Health Insurance Cover YES NO (Membership No: _____)

Fund: _____ Level of Cover: _____ Date Commenced: _____

Rebate claimed YES NO

(Please supply health fund Annual Statement)

DEDUCTIONS

The following expense categories are listed to assist in preparation of your 2011 Income Tax Return. If you have paid any of these expenses via salary sacrifice please **do not** include these on the checklist.

GST charged on expenditure is tax deductible where you are not registered for GST and entitled to an Input Tax Credit. If registered for GST, and you have claimed input tax credits, please advise expenditure exclusive of GST, and provide copies of BAS Statements lodged during the year.

Accounting/Tax Agent fees

Taxation \$ _____ Tax Review \$ _____ Salary Sacrifice \$ _____ Other \$ _____

Receipts YES NO

Bank Charges/Interest

Bank charges and interest are deductible on bank accounts used only for investment purposes

Account Fees: \$ _____ Interest: \$ _____ Debit Tax: \$ _____

Computer/Internet Access Expenses Internet Provider _____

Description	Date of purchase	Amount \$
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you maintained a 30 day computer diary to justify usage? YES NO Percentage of business use: _____%

Details of professional library, reference journals and home office equipment purchases

Item	Date of Purchase	Cost \$
_____	_____	_____
_____	_____	_____
_____	_____	_____

Receipts YES NO

Donations

Institution _____ \$ _____ Institution _____ \$ _____

Receipts YES NO

Home Office Renting Homeowner

Do you have a separate study? YES NO Hours used per week _____ hrs x _____ weeks x 26¢

Loss of Income Insurance YES NO Company _____

Policy No: _____ Insured Benefit \$ _____ Premiums Paid \$ _____

Motor Vehicle Travel (eg: travel between places of employment)

Kilometres travelled: _____ Vehicle: _____ Engine Capacity : _____ Reg. No.: _____

Reasonable Estimate Based On: Log Book Diary Other (Please supply relevant details) _____

Other Sundry Expenses (eg: briefcase, protective clothing, Union fees, calculator, framing of degree, et al)

Receipts YES NO

Details _____ \$ _____ Details _____ \$ _____

Details _____ \$ _____ Details _____ \$ _____

Do you have Medical Expenses > \$2000 YES NO

Details _____

Stationery, Photocopying, Repairs and Maintenance of Equipment

Receipts YES NO

Printing, Stationery & Photocopying: \$ _____

Other: \$ _____

Repairs & Maintenance of Equipment: \$ _____

Other: \$ _____

Seminars, Conferences, Study and Exam Expenses

Receipts YES NO

Date	Description	Amount \$

Was duration longer than six (6) nights? YES NO If yes, did you keep a travel diary? YES NO

Subscriptions/Membership (employment/business related) Receipts YES NO

Registration: \$ _____ Other: \$ _____ Other: \$ _____

Medical Defence: \$ _____ Other: \$ _____ Other: \$ _____

Other: \$ _____ Other: \$ _____ Other: \$ _____

Telephone — Home Office (Work related calls only)

Phone Bills (excluding rental): \$ _____ Business Use: _____ % or _____ calls per week

Telephone — Mobile

Cost \$ _____ (If purchased during current financial year: Date of purchase _____)

Total Call Expenses \$ _____ Rental \$ _____ Business Use: _____ %

Do you have an outstanding HELP/SFSS Debt? YES NO

Amount (HELP) \$ _____ Amount (SFSS) \$ _____ Year Student Supplement Loan Taken: _____

(Please provide your Schedules from the Tax Office)

Do you or your spouse claim any form of Government Assistance? YES NO

(eg: Family Tax Benefit, etc) If yes, please provide Tax Office/Centrelink schedules

Education Tax Refund (ETR) From 1/7/10 to 30/6/11

You can claim ETR if you:

1. Received a Family Tax Benefit Part A, or
2. Did not receive a FTB Part A because a payment was made to the child that stopped you receiving FTB Part A such as Youth Allowance, ABStudy Living Allowance, SFSS, Disability Support Pension or the Veteran's Children Education Scheme.

Expenses you can claim

Laptop / home computer \$ _____ Computer related equipment \$ _____

Software for education purposes \$ _____ Text books and school stationery \$ _____

Home internet \$ _____

If you are an independent student receiving the above allowances, and you are undertaking full time Secondary School studies at a Secondary School or education institution such as TAFE and are under 25, you can also claim the ETR.

I WOULD LIKE TO KNOW ABOUT (please tick one or more):

- Superannuation Planning
 Wealth Accumulation
 Risk Insurance (eg LOI / Income Protection / Life Insurance)
 Loans
 Salary Sacrifice
 Other _____