



**INCOME**

**PAYG Payment Summaries**

Employer Details

Employer Details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certificates attached 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 \$
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(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 \$
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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 2009 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 > \$1500**      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 1/7/08 to 30/6/09

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 \_\_\_\_\_