

INDIVIDUAL RETURN CLIENT CHECKLIST

2023 FINANCIAL YEAR

Please complete your contact details below to ensure our database is up to date

Name			
Address			
Email:		Phone:	
Spouse Full Name			
Spouse Approximate Income			

Do you have a current and up to date will and Estate Plan in place? Yes No

Do you believe you have adequate insurances policies in place? Yes No

Questions	Client to complete
<p>Please advise your bank account details for deposit of any refund due:</p> <p>Note: The ATO will not accept returns without bank account details.</p>	<p>Account Name : _____</p> <p>BSB : _____</p> <p>Account Number : _____</p>
<p>Did you earn salary & wage income during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any goverment payments?</p> <p>Social security, pensions, austry, abstudy, parenting allowance etc?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any interest from bank accounts?</p> <p>If more than 2 accts please attach separate page.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes,please provide details:</p>

<p>Did you receive any tax-free government pensions?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amounts (\$) : _____</p> <p>Type of pension: _____</p>
<p>Did you receive any foreign income?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details : _____</p> <p>Amounts (\$) : _____</p> <p>Tax withheld : _____</p>
<p>Did you receive any shares or payments from an employee share scheme?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details : _____</p>
<p>Did you receive any other income from other sources/related parties?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attached - <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any dividends during the year?</p> <p>Most listed companies pay 2 dividends per year - we will need both statements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - Please provide statements.</p> <p>Statements Attached: . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from other partnerships, trusts or managed funds during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - Please provide statements.</p> <p>Statements Attached: . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from Rental property during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from business (as sole trader during the year?</p> <p>Please attach a summary of income and expenses related to the business and complete the sole trader check list</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you purchase or sell any investments during the financial year?</p> <p>Share, Managed Funds, term deposits, etc.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - Please provide Number:</p> <p>Please provide copies of settlement statements for each.</p>
<p>Did you use a Motor Vehicle for your work?</p> <p>Please note driving to/from your usual place of employment is not a deductible expense unless you are carrying tools of trade (excluding hand tools). That are bulky and can't be stored at work.</p> <p>If you are required to drive from your usual place of employment (ie. office/factory) to other offices/sites this travel is deductible.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES - How many work related kms would you travel for work?</p> <p>_____ kms per week</p> <p>Do you have a log book?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Please attach</p>

<p>Cost of Motor Vehicle</p>	<p>What is your business use percentage? _____ %</p> <p>If YES - provide details of fuel, rego, insurance, repairs/maintenance & interest costs (if loan held) for the year.</p> <p>Make : _____ Model : _____</p> <p>Cost of Motor Vehicle: _____ Lease: _____ Loan interest: _____</p>
<p>Do you have any other work related expenses?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attached summary of expenses eg. union fees, seminar costs, tools, phone etc.</p>
<p>Do you work from home ?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How many hours per week? _____</p>
<p>Did you dispose or trade any crypto assets? (including trading coin to coin)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you can log onto Koinly or crypto.com to do your own calculation.</p>
<p>Did you have any work related self-education expenses?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of course: _____</p> <p>Institution: _____</p> <p>Attached summary of costs include fees, resource books, stationery, computer use etc.</p>
<p>Did you make any donations to registered charities? Note that raffle tickets from charities are not deductible.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attach Receipts</p>
<p>Did you have income protection insurance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attach Receipts</p>
<p>Did you have a HECS/HELP debt?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Did you make any personal super contributions that you are claiming a deduction?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount (\$) : _____</p> <p>Confirmation of Notice of intention to claim a deduction from your super fund attached.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you pay any child support?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount (\$) : _____</p>
<p>Do you have any dependents?</p>	<p><input type="checkbox"/> Yes</p> <p>How many? _____</p>
<p>Any additional notes for your client manager?</p>	