

INDIVIDUAL TAX RETURN CHECKLIST 2010

WHAT WE NEED TO COMPLETE YOUR 2011 TAX RETURN

CLIENT'S NAME : _____

Please read the list below and tick the boxes that apply to you. Use this checklist to make sure that you have everything ready for your appointment and bring both your paperwork and this list with you. We want to help you make your appointment as pleasant and trouble-free as we can and not a chore!

A. YOUR INCOME

Yes No

- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> | 1. PAYG payment summaries given to you by your employer/s. These were previously known as Group Certificates. |
| <input type="checkbox"/> <input type="checkbox"/> | 2. Any Centrelink and/or Department of Veterans' Affairs Statements and/or Pension Statements. |
| <input type="checkbox"/> <input type="checkbox"/> | 3. Did you receive a lump sum payment from your employer or superannuation fund? Please bring the documents given to you with your lump sum payment. These are known as Eligible Termination Payments. |
| <input type="checkbox"/> <input type="checkbox"/> | 4. Did you earn any interest on your bank accounts, term deposits etc? Please bring the interest advices or amount of interest paid to you, together with the bank account number. |
| <input type="checkbox"/> <input type="checkbox"/> | 5. Did you have any Managed Funds/Trust investments eg Perpetual, Colonial First State etc? Please bring the Fund's end of year Taxation Statement and documents with you. |
| <input type="checkbox"/> <input type="checkbox"/> | 6. Do you own any shares? Please bring the Dividend Statements that were paid to you. Companies generally pay two dividends per year. |
| <input type="checkbox"/> <input type="checkbox"/> | 7. Did you earn any other income from other sources? This may include overseas pensions or investments etc. If so please bring all documents relating to this to the interview. |
| <input type="checkbox"/> <input type="checkbox"/> | 8. Do you own a Rental Property? Please bring in the details of the rent paid to you and any expenses associated with the property eg council and water rates, repairs, bank statements for any loan you have on the rental property, real estate agent statements etc. |

9. Did you buy or sell any shares or a rental property during the year? Please bring the paperwork with you detailing the purchase and selling costs eg Settlement statement and mortgage documents for a rental property and buy/sell contract notes for shares. This also includes if the company you have shares in, is split into two companies eg BHP Billiton to BHP Steel.
10. Did you redeem/cash-in any Trust Investments? You will need to supply initial investment and redemption details. The Fund generally provides an annual Capital Gains Statement which summarises the required information.
11. Did you redeem/cash-in any Life Insurance Policies? Please bring the documents given to you by the insurance company when you redeemed the policy.

Yes No

B. YOUR WORK RELATED EXPENSES/DEDUCTIONS

1. Did you use your car for work purposes?
If Yes, you will need to provide the following :-
a) The make, model and engine size of the car used;
b) Reason why the car was used for work purposes;
c) Log Book and Actual expenses ie rego, repairs, fuel, insurance etc; or
d) Estimate of kilometres travelled for work purposes;
2. Does your job require that you wear protective clothing or compulsory uniforms? Did you buy any of these items during the year? Please bring the receipts with you.
3. As a part of your employment, are you required to work outside in the sun? If so, please supply receipts for sunglasses, hats, sunscreen lotions etc.
4. Did you do any training during the year that relates directly to your occupation? Please supply cost of the course, textbooks, kilometres travelled from your work to the course. Please note that this must relate to your current occupation and not one that you hope to get in the future.
5. Do you have any other expenses related to your work that you think you may be entitled to claim?
These can include union fees, subscriptions to industry/trade journals, seminars/conferences, tools, depreciation on high cost items such as tools, computers etc, registration/membership fees to industry bodies, stationery, books, briefcases, computers (you will need to estimate the work related percentage of use), office equipment etc. Please bring all receipts to the meeting.

- 6. Did you pay income protection insurance during the year for which you are entitled to claim a deduction? Please provide the details and documents relating to this.
- 7. Did you pay someone other than DN Bell & Associates to do your tax return last year? Please provide the receipt.
- 8. Do you have any expenses relating to any dividend or interest income earned or have you paid any interest to the Australian Taxation Office? Please provide details and documents relating to this.
- 9. Did you make any donations to a charity this year eg World Vision, Red Cross etc? Please bring the receipts with you.

Yes No

C. TAX OFFSETS (FORMERLY KNOWN AS REBATES)

- 1. Did you pay any superannuation for yourself or your spouse?
Note that this does not include what your employer is required to pay for you. You will need to bring in the name of the superannuation fund, policy number and amount paid.
- 2. Did you or your spouse receive any payment from Centrelink for your children? This includes Family Tax Benefit (both Part A and B), Basic Parenting Allowance. Please bring with you any relevant information received from Centrelink.
- 3. Has your spouse earned any income during the year (this includes Family Tax Benefit etc)? Please bring along details of your spouse's income with you.
- 4. At any time during the year, were you the sole carer of a child or student? We will need the dates of when you were the sole carer
- 5. Dates of birth of all your children and details of any income they may have earned
- 6. Did you have any medical expenses that exceeded \$2,000 in total after health fund and Medicare refunds? These expenses include medical, dental, optical, chemists etc.
- 7. Were you covered by Private Health Insurance? Bring along your end of year Health Fund statement.
- 8. Did you live/work in a remote/isolated area of Australia? We will need the dates of when you were in these areas.

9. Determine if you are entitled to Family Tax Benefit A (check with Centerlink). If so, a 50% rebate is available to you if you have incurred educational costs such as, educational software, home computers, internet connection costs, printers, school texts and trade tools used in school. The maximum refund is \$397 for each child in primary school and \$794 for each child in secondary school. Please provide relevant documentations for the claim.

Yes No

D. OTHER INFORMATION

1. Details of any outstanding HECS debt or student loans (Tertiary Students Supplement Loans, Post Graduate Education Loans etc)? Please bring along the details of these loans including loan balance at the end of the financial year.
2. Did you pay any installments of tax to the Australian Taxation Office (PAYG Instalments)? Bring with you the copies of the IAS's (Instalment Activity Statements) lodged with the tax office or the date and amounts paid as PAYG Instalments.
3. If we did not prepare your previous tax return, please bring a copy of that tax return with you.

To assist us in keeping our database up to date, please confirm the following:

Address: _____

Mobile Number: _____
Home Phone: _____
Work Phone: _____
Email Address: _____

Thank you for taking the time to complete this checklist and I look forward to meeting you.

This checklist has been designed to assist you in the collection of documents that we will require when completing your 2011 Individual Income Tax Returns. If you have any questions in relation to any items listed, please contact us.