

**TAX RETURN CHECKLIST**  
*for year ended 30 June 2010*

**NOTE:** If Platinum Accounting & Taxation have not prepared your return previously, please attach a full copy of your previous year's tax return and any other relevant information from previous years.

- If you run a business please complete our **Business Checklist**
- If you own a rental property please refer to our **Rental Property Schedule**

**PERSONAL DETAILS**

NAME:	OCCUPATION:
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PHONE No:	MOBILE:
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YOUR TAX FILE NUMBER:									
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YOUR DATE OF BIRTH:
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EMAIL ADDRESS:
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HOME ADDRESS:
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POSTAL ADDRESS:
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FULL NAME OF SPOUSE:	SPOUSES DATE OF BIRTH: / / 19
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Date of Marriage (if married during the year) / /20	
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*If Platinum Accounting & Taxation is not preparing your partners tax return, please provide us with their taxable income as their income may be required to be recorded **in your** tax return.*

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FULL NAMES OF DEPENDANT CHILDREN:	CHILDRENS DATES OF BIRTH:
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1.	
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2.	
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3.	
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Your Bank Account Details (to receive any tax refund electronically)

BSB: (Must be 6 digits)	Account Number:	Account Name:

**INCOME DETAILS**

1. **Group Certificates** (including pensions & Centrelink) Yes  No

Number of certificates attached: \_\_\_\_\_

2. **Other Salary Income** (includes any directors' fees, commissions, tips etc)

\_\_\_\_\_

3. **Termination Payments** (if you received a lump sum termination payment please provide Eligible Termination Statement – ETP Statement)

Applicable Yes  No

4. **Interest** (money received on your bank accounts)

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	Joint Account?

5. **Dividends**

Please provide copies of dividend statements of income received. Also note that if on the dividend reinvestment plan (DRP) which means you don't physically receive dividends (the company uses that money to buy you more shares) that is still income and must go into your tax return.

Name of Shares	No. Shares Held	Amount Received

6. **Trusts Distributions and Partnership Income** (i.e. examples of trusts are BT funds, Merrill Lynch, AXA etc or unlisted/family trusts). Name of trust or partnership – Please provide documents including yearend Tax Statements to show income from the funds you list.

\_\_\_\_\_

\_\_\_\_\_

7. **Capital Gain** did you sell any assets such as shares or property which were acquired after 20 September 1985? If yes then please attach documentation of when it was purchased, its cost, and any documents relating to its sale or the funds received.

Applicable Yes  No

8. **Rental Income** Please attach details of the rent received and all expenses in their separate categories. A Rental Property Schedule is available from our website for your convenience. Please supply settlement sheets and purchase documents for property. Should you require the services of a Quantity Surveyor for a depreciation report please contact us for a referral of the firm we use.

List of rental properties, all information attached: \_\_\_\_\_

\_\_\_\_\_

**9. Foreign Income** – please attach all relevant documentation

Did you receive foreign income/salary? Yes  No   
Did you earn employment income from continuous foreign service income exceeding 90 days? Yes  No   
Is the salary exempt in the overseas country (contact us if unsure) Yes  No   
Date foreign service commenced / /20  
Date foreign service ended / /20  
Income received during foreign service \$

Did you received any Foreign Dividends? If yes please provide statements Yes  No

**10. Any other income** (Any other income you received in the financial year which doesn't fit into any of the above categories – please provide details. Please refer to the **Income & Deductions Guide** available from our website [www.platinumaccounting.com.au](http://www.platinumaccounting.com.au))

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**DEDUCTION DETAILS:**

*Please ensure you are able to substantiate all claims.*

**1. Motor Vehicle** did you use your own car for business/work purposes during the year? Yes  No

If yes then please provide information for either (a) or (b) below

**(a) Log Book Method:** Business % use (please ensure you keep a log book for a continuous period of 12 weeks) Please provide details of all expenses you incurred over the financial year under the following categories:

Expense Type	Amount \$
Fuel	
Insurance	
Registration	
Services/Repairs	
Loan Interest or lease payments (if applicable) – if you have hire purchase or lease please provide the paperwork	
Other	
Cost of vehicle and date of purchase	Date: / /

**(b) No Log book:** let us know how many business kilometres you travelled during the year (up to 5000 kms)

Kilometres ..... Car engine size (in litres e.g. 1.6 litres) .....

**2. Work Uniform**

Do you wear a logo uniform or require protective clothing? Yes  No

If yes, please provide the costs associated with purchasing and maintaining the uniform e.g. Number of washing loads per week, cost of protective clothing such as work boots, sunscreen, hats, eye protection

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**3. Donations** Yes  No

Name of Body	Amount

**4. Tax Agent Fees** (from previous year) \$ \_\_\_\_\_ Km's travelled from home to visit accountant: \_\_\_\_\_

**5. Personal superannuation contributions**

Name of Fund: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**6. Interest & Dividend Deductions**

Description	Amount
Interest on dividend or other investment income	\$
Cost of investment advisor	\$
Reference Materials	\$
Other – please specify	\$

**7. Other work related deductions** – please provide details

Diary/Stationery/Work Materials

Travel Expenses – Tolls, Parking, Meals/Accommodation for overnight work travel/Airfares/Vehicle Hire

Union Fees / Professional Bodies

Sickness/accident insurance / income protection

Self-education expenses including seminar costs, text books, stationery, student union fees, course fees

(except university fees), depreciable items used for self-education purposes e.g. Computer, Reference library

Other: \_\_\_\_\_

**8. Home Office Expenses** Do you work from home at any time? Yes  No

If yes please complete the table below. Please include total rent, electricity etc for your home. We will include a portion of these expenses on your tax return. In order to ascertain which portion we should use please answer the questions below.

	Business Area	Total Area
Number & Description of rooms used		
Area in square metres		

Rent	\$	Home Insurance	\$
Internet	\$	Electricity per quarter	\$
Home Phone	\$		

Computer & office equipment purchased 2009/10 \_\_\_\_\_

Furniture in home office 2009/10 \_\_\_\_\_

Any other expenses that may be eligible? E.g. Files, cabinets, desk lamp, printing materials etc. \_\_\_\_\_

**9. Other** (Any costs that were directly related to your job – please provide details) \_\_\_\_\_

**TAX OFFSETS & REBATES**

**1. Do you have private health insurance?** Yes  No   
 If yes please provide us with a copy of the health fund statement

**2. Spouse**  
 Did you have a spouse for the full financial year? Yes  No   
 Is your spouse dependant (earns less than \$6,000) Yes  No   
 Does your spouse receive any benefits from Centrelink Yes  No   
 Provide details of any benefits: .....

**3. Superannuation**  
**(a)** Are you self-employed, if yes please provide details of contributions you made to your superannuation for the financial year.  
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**(b)** Have you made any personal contributions to your superannuation fund? If so you may be entitled to super co-contributions (conditions apply). We do not require any information for your tax return as the process to claim this is automatic between the Australian Taxation Office and your superfund upon lodgement of your tax return.

**(c)** Have you made superannuation contributions on behalf of your spouse? Yes  No

**4. Medical Expenses** You may be entitled to a rebate if your out-of-pocket expenses on medical exceeds \$1,500. For those who are in a private health fund, you can claim the portion of which you do not get money back. Medical expenses cannot include cosmetic surgery.

Please provide a summarised total of your expenses (the out-of-pocket amounts only)  
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**5. Child Education**  
 Have you incurred costs during 1 July 2009 – 30 June 2010 for costs of sending your children to primary or secondary school? Yes  No   
 Please provide details : e.g. Laptops, books, stationery etc

Date	Description	Amount

If you are unsure of what you can claim in respect of Child Education please refer to the information on our website [www.platinumaccounting.com.au](http://www.platinumaccounting.com.au)

**OTHER INFORMATION**

Do you have a HECS/HELP liability? Yes  No

If yes, did you know that a 15% discount is available if you pay any amounts up front?

Were you an Australian resident for tax purposes for the entire year? Yes  No

If no, please call to discuss this issue as residency is a potentially complex area.

Did you stop full-time education during the 2009/10 year? Yes  No

Did you live in a remote area or serve in the defence forces during the 2009/10 year? Yes  No

**Other:** List any other information which you are unsure of, or which you would like us to be aware of.

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Thank you for completing our checklist. We will prepare your tax return based on the information you have provided to us. Upon receiving your information we will contact you to discuss your tax return and to seek further information if necessary.

Please send your information to us via any of the following methods (or make an appointment at our office):

-  Mail: Platinum Accounting & Taxation Pty Ltd  
PO Box 440  
MELTON VIC 3337
-  Fax: (03) 9923 6615
-  Email: [info@platinumaccounting.com.au](mailto:info@platinumaccounting.com.au)