

**INDIVIDUAL TAX RETURN CHECKLIST
FOR THE YEAR ENDED 30 JUNE 2011**

PERSONAL DETAILS

Name	
Postal Address	
Home Address (if different to postal)	
Phone	
Mobile	
Email Address	
Bank Account Details for refund purposes	BSB: Account Number: Account Name :
Tax File Number	
Occupation	
Resident – full year? – if not indicate date became resident	
Children’s full names and dates of birth	
Please provide the following if we do not prepare your spouse’s tax return	
Spouse’s full name and date of birth	
Spouses 2011 Taxable Income	

Instructions

The following checklist is a **guide** to ensure that we address all aspects of your financial affairs relating to your tax return for the year ended 30 June 2011.

1. Check the boxes as they apply to you
2. Attach the supporting documents requested under each question
3. Sign the terms of engagement on page 2
4. Send the completed checklist and supporting documents to SME
5. If you are unsure of an answer, please indicate this with a “?” and we will contact you to discuss.



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TERMS OF ENGAGEMENT

OUR SERVICE

We will prepare and lodge your income tax return based on the information you provide to us. Our procedure includes:

- Review of completed checklist and supporting documents
- Prepare tax return ensuring best tax position
- Liaise with you regarding matters arising
- Lodge your return once signed
- Check the assessment

SCOPE

This engagement will be conducted in accordance with the relevant standards and ethical requirements of The Institute of Chartered Accountants in Australia.

CONFIDENTIALITY

The conduct of this engagement is in accordance with the standards and ethical requirements of The Institute of Chartered Accountants in Australia. This means that information acquired by us in the course of the engagement is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

OUR FEES

Our fees are based on the following hourly rates exclusive of GST:

Director	\$265/hr
Senior Accountant – qualified	\$190/hr
Senior Accountant – part qualified	\$165/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Administrator	\$80/hr

Our terms of payment are 14 days from invoice date.

SIGNATURE

I agree to the terms of the engagement as detailed above.

Signature: _____

Date: _____

Please circle YES or NO for each of the items listed below

INCOME – (YES requires you to include substantiation)

1	Salaries or wages? • If Yes we need a copy of all payment summaries	Yes	No
2	Allowances, tips, directors fees etc?	Yes	No
3	Lump sum payments?	Yes	No
4	Pensions/Superannuation income stream?	Yes	No
5	Interest?	Yes	No
6	Dividends?	Yes	No
7	Did you receive any benefit from an employee share acquisition scheme?	Yes	No
8	Distributions from Partnerships/joint ventures?	Yes	No
9	Distributions from Trusts/managed funds?	Yes	No
10	Net income or loss from business	Yes	No
11	Capital gains or losses?	Yes	No
12	Foreign source income (incl pensions)?	Yes	No
13	Rent? ▪ See investment property schedule	Yes	No
14	Any other income not covered above?	Yes	No

Notes/additional information/substantiation

Please circle YES or NO for each of the items listed below

DEDUCTIONS – (YES requires you to include substantiation)

1	Car expenses where business travel < 5,000 Km's? – please provide: <ul style="list-style-type: none"> • Engine capacity: _____ • Actual business Km's travelled: _____ 	Yes	No
2	Car expenses where business travel > 5,000 Km's? – please provide: <ul style="list-style-type: none"> • Details of actual expenses incurred • Original value of vehicle _____ • Business percentage per log book _____ • Total Km's travelled _____ 	Yes	No
3	Work related travel expenses not reimbursed?	Yes	No
4	Work related uniforms and other clothing expenses? – such as: <ul style="list-style-type: none"> • Protective clothing • Occupation specific clothing • Laundry expenses if above applicable 	Yes	No
5	Work related self education expenses? – such as: <ul style="list-style-type: none"> • Course fees • Books, stationery • Equipment costs • Travel • Seminars etc. <p>* If YES, please provide the name of the course</p>	Yes	No
6	Other work related expenses? - such as: <ul style="list-style-type: none"> • Home office expenses • Equipment • Telephone • Subscriptions • Sun protection products • Any others 	Yes	No
7	Other types of deductions? – such as: <ul style="list-style-type: none"> • Interest from investments • Donations, gifts • Tax agent fees • Income protection • Personal superannuation contributions 	Yes	No

Notes/additional information/substantiation

Please circle YES or NO for each of the items listed below

OTHER RELEVANT INFORMATION – (YES requires you to include substantiation)

1	Do you have a HECS/HELP loan ?	Yes	No
2	Do you own foreign assets with a value exceeding \$50,000	Yes	No
3	Did you make a Co-Contribution to a Superannuation Fund?	Yes	No
4	Can we assist you by referring you to a Financial Planner who is associated with our business?	Yes	No
5	Can we assist you by referring you to a Banker who is associated with our business?	Yes	No
6	Do you have a will? If yes – approximate date prepared? _____	Yes	No

Notes/additional information/substantiation

Family Tax Benefit

As of 1 July 2009, family tax benefit is no longer claimable through the tax system and all claims should be made directly through the Family Assistance Office. If you meet the following criteria you may be eligible.

Part A

- You have dependant children up to 21 years or age; OR
- Your children are between 21 and 24 years of age and full-time students; AND
- Your family income is below these limits:

Number of children 0 -17 years	Number of children 18-24 years			
	Nil	One	Two	Three
Nil		\$102,870	\$115,219	\$128,553
One	\$101,312	\$113,661	\$126,996	\$140,331
Two	\$112,104	\$125,439	\$138,773	\$152,108
Three	\$123,881	\$137,216*	\$150,551*	\$163,885*

*Income limit is higher than stated for 3 children aged 13-15.

Part B

If you are the secondary earner and your partner earns \$150,000 or less, you can still get some FTB Part B if your income is below:

- \$24,912 a year if your youngest child is under 5 years of age, or
- \$19,382 a year if your youngest child is between 5-18 years of age.

Education Tax Refund (ETR)

The ETR started on 1 July 2008.

If you are eligible, you will be able to get a tax refund on education costs – **up to \$397 for each primary school student, and up to \$794 for each secondary school student.**

You are eligible if (*please indicate which of the following you fall under*):

- You get, or are eligible for, Family Tax Benefit Part A for a child in primary or secondary school or;
- A payment was made for the child that prevented you from receiving Family Tax Benefit Part A for that child, such as Youth Allowance or;
- Your child stopped full-time school during the year and received sufficient income to prevent you receiving Family Benefit Part A, or;
- You are an independent student.

Yes	No

Eligible education expenses (*please indicate which of the following expenses you incurred and the amount*):

- Home computers and laptops
- Computer-related equipment such as printers, USB flash drives
- Home internet connection
- Computer repairs
- Computer software for educational purposes
- School text books and associated learning materials
- School-approved uniforms including hats, footwear and sports uniforms approved by the school as its uniform (**NEW – 2011**)

Yes/No	Amount(\$)

Note that school and tuition fees, building levies & extracurricular activity expenses are not eligible expenses.

Please remember that receipts are required to substantiate your claim.

CLIENT USE: OUTSTANDING MATTERS

No.	Description	Resolved?
1		
2		
3		
4		
5		
6		

SME USE: OUTSTANDING MATTERS

No.	Description	Resolved?
1		
2		
3		
4		
5		
6		

