

Income Tax Questionnaire

For the year ended 30 June 2018

Client Name:

The following is a list of documents and information we may require to commence, the preparation of your income tax return (please note some of the items below may not apply to your situation).

Residency:

- Please advise if you are not an Australian resident for tax purposes
- If you migrated to Australia during the year, please provide the date of migration
- If you emigrated overseas during the year, please provide the date you left Australia

Income:

Please provide information relating to the following:

- PAYG Payment Summaries for the year (salary, pensions, etc.)
- Employment termination payments (ETPs) or redundancy payments
- Distribution statements
- Dividend statements
- Annual statement of rental income and expenses
- Interest details form bank accounts or other sources
- Details of any foreign sourced income or any foreign sourced capital gains
- Details of any investments held overseas
- Details of any shares or options that you have received or are entitled to under an employee share scheme

Deductions:

Please provide information relating to the following:

- Details of any superannuation contributions made for yourself or your spouse together with your Section 290-170 Notice issued by your super fund
- Details of any computer equipment or software that is related to income producing activities
- Details of motor vehicle expenses (note that travel between home and work is generally not deductible)
 - If you are using the logbook method, please provide the following information
 - Number of business kilometres travelled
 - Vehicle details (i.e. cost, date acquired and engine capacity)
 - Logbook (if applicable)
 - Vehicle expenses (i.e. registration, fuel, insurance, repairs, etc.)
 - If you are using the cents per kilometre method, please provide the kilometres travelled

- Expense details for sun protection product if you worked outdoors
- Copies of receipts for donations paid during the year
- Details of self-education expenses
- Details of any other work related expenses incurred during the year

Capital Gains:

Detail of assets purchased and/or sold during the year, including:

- Purchase and/or sale documents with date and value of transaction
- Settlement statements, mortgage documents and list of depreciable assets specified in the purchase of the property e.g. stove, dishwasher, hot water service, floor coverings, etc.

If you sold your main residence during the year, please advise. Even if the sale is exempt from Capital Gains Tax the sale is required to be reported in your income tax return.

Medical Expenses & Private Health Insurance:

If you are eligible, the tax offset is limited to expenditure on disability aids, attendant care or aged care.

You may be eligible to claim a tax offset if you fall into one of the following criteria below:

- Single (no dependent children) and adjusted taxable income of \$90,000 or less – Claim 20% of net medical expenses over \$2,299; or
- Single (no dependent children) and adjusted taxable income over \$90,000 – Claim 10% of net medical expenses over \$5,423; or
- Family and adjusted taxable income of \$180,000 or less – Claim 20% of net medical expenses over \$2,299; or
- Family and adjusted taxable income over \$180,000 – Claim 10% of net medical expenses over \$5,423

Private Health Insurance Annual Tax Statement indicating the following:

- Private health insurance membership number
- Type of cover; and
- Your share of private health insurance premiums paid and any rebates

Business Activities

If you commenced, ceased or carried on a business during the year, please refer to our Business Checklist