

## Personal Income Tax Return – Year End Questionnaire 2023

Client:

Date:

To assist us in preparing your income tax return, please use this questionnaire as a checklist when you compile your information.

With respect to your income, please keep in mind that the Australian Taxation Office has the ability to check your return income against independent sources. In particular, this applies to PAYG Payment Summary income, interest received and dividends.

For deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

Thank you for completing this questionnaire.

**Please ensure you attach all relevant documentation to the questionnaire, then sign or type your name and date this form below and return your questionnaire and documentation to us.**

If you have any queries or concerns, please do not hesitate to contact us.

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*I hereby instruct you to prepare my income tax return for the financial year ended 30 June 2023.*

*I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.*

*You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to carry out the above assignment.*

Name:

Signature:

Date:

To ensure that our records are up to date, please assist us by confirming and/or completing the following:

Full name:				
Address				
Resident Country				
Telephone:	Home		Business	
	Fax		Mobile	
Email address: <i>(For our records only)</i>				
Your occupation:				
Date of birth:				
Spouse's name:				
Spouse's date of birth:				
Period that you had a spouse during the year:	to			
Do you have any dependent Children?	Number:			
Resident Country				

**The ATO will only use electronic funds transfer to give refunds, please provide the following information.**

Bank and Branch:			
Account name:	(i.e., John Smith)		
BSB number:		Account number:	

*Please provide your spouse's tax file number and taxable income if we do not prepare his or her income tax return:*

Spouse's Tax File No.:	
Spouse's Taxable Income:	

## Income Received

Please indicate which of the following documents you have attached:

- Statement/Certificate of Income from Social Security (Centre Link) or Veteran Affairs
- Employment Termination Payment Schedule
- Employee Share Scheme Statement
- Rollover Payment Notifications
- PAYG Payment Summaries from Rollover/Superannuation Funds
- All Share dividend Statements
- Other Annual Statement(s) from Investments (Property, Equity & Annuities etc.)
- Other (Please Specify)
- Copy of last Tax return & Assessment (**only if new client for 2023**)

Has your STP end-of-year income statement been finalised in your myGov account for the following payments:

Yes No

- Salary and wages  Yes  No
- Employment Termination Payments  Yes  No
- Australian Government Pensions and Allowances  Yes  No
- Australian Annuities and Superannuation Income Streams  Yes  No
- Australian Superannuation Lump Sum Payments  Yes  No

Interest

Yes No

Have you received or been credited with interest from any source within Australia?  Yes  No

*If yes, please attach the following information:*

Bank, Building Society or Credit Union	Branch	Account Number	Total Interest Received

**Dividends & Distributions**

Yes

No

Have you received or been credited with any dividends from companies in Australia, including dividends reinvested?



*If yes, please provide Dividend Statement Advice received during the financial year.*

Company Name	Unfranked \$	Franked \$	Franking Credit \$	Tax Withheld \$

Have you received any income from Managed Trusts?



*If yes, please provide the annual Managed Fund income tax statement received during the financial year.*

**Capital Gains or Losses**

Yes

No

- Have you sold or disposed of any assets?  Yes  No
- Shares, property trusts, investments (etc.)  Yes  No
- Cryptocurrency  Yes  No
- Real estate (other than your principal place of residence)  Yes  No
- Any property acquired since 19 September '85 (other than motor vehicles)  Yes  No
- Insurance Bonds  Yes  No
- Friendly Society Bonds  Yes  No
- Any other assets e.g., works of art, paintings, stamp collections (etc.)  Yes  No

If you have answered **YES** to any of the above questions, please provide the following details so we may calculate the capital gain or loss. This includes **purchase date and cost** (inc. brokerage)

Description of Asset	Date Acquired	Cost of Asset	Date Sold	Sale Proceeds

**Documentation required for Assets**

*For shares sold or purchased, please provide the buy & sell contract notes.*

*For real estate sold or purchased, please provide the solicitor’s correspondence including contracts and settlement documents.*

**Please attach any relevant documentation relating to the questions below.**

Other Information Required	Yes	No
<ul style="list-style-type: none"> <li>• Rental Properties <i>Including annual agent statements, loan interest paid, capital improvements, sundry expenses, summary of expenses paid from personal accounts for the Rental Properties</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Primary Production</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Partnership Income</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Business Income</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Income from participating in the sharing economy (e.g., Uber driving, rent from Airbnb, Airtasker etc.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Currency of a foreign country</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Family Trust Distributions received by you or your spouse</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <u>Other (Please specify)</u> <ul style="list-style-type: none"> <li>Pay As You Go Instalment (PAYGI)</li> <li>Foreign Income</li> <li>Early Stage Venture Capital Investments</li> <li>Prior Year Losses</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Did you receive any income from any overseas transactions or hold any ownership of property or business outside Australia? (This includes overseas pensions) <i>If yes, please provide copies.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do you have a HECS/HELP debt? <i>If yes, please provide a copy of your HECS/HELP statement.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you received any Employee Share Scheme Statements for discounts on shares, rights or stapled securities acquired under an employee share scheme? <i>If yes, please provide copies.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Please supply details below of any other income received, together with a list of deductions for each item ticked in this category. Give as much detail and documentary evidence as possible - attach separate sheets if required, including all relevant information which has been signed and dated for enclosure with this questionnaire.

Income	Deductions	Amount \$

## Deductions

**Please attach any relevant documentation relating to the questions below.**

**Work related deductions** – Under the current environment work related deductions have been changed due to the high volume of people working from home. There are now three methods to claim working from home expenses:

- **Fixed rate method: 67 cents** for every hour you worked from home.
  - This “applied” rate amount is to cover expenses such as decline in value of home office furniture and furnishings such as an office desk, electricity and gas for heating, cooling, and lighting, and cleaning your home office.
  - Under this method you can also claim the work-related portion of the following expenses, which are not covered by the 67 cents per hour rate, if you incur these expenses as a result of working from home:
    - Phone, data, and internet expenses
    - Computer consumables and stationery
    - Decline in value of equipment such as computers, laptops.
- **Actual Method:** cost you actually incurred
  - You can claim additional running costs directly incurred as a result from working from home. To calculate this method, you are required to keep records.
  - Calculation of percentage being claimed, either a record of the number of hours you worked from home or, a diary for a representative four-week period to show the pattern of working at home, expenses receipts.

*Example:*

- Travel – kilometers driven, fuel, registration, repairs, insurance, tolls, parking etc.
- Subscription or membership i.e., professional associations, magazines for work
- Work uniform expenses (Compulsory/Protective/Laundry)
- Overtime meals (if allowance received)
- Seminars, conferences, or education workshops
- Attending formal education courses provided by professional associations
- Self-education (related to employment) Course fees, textbooks, travel etc.
- Books, Journals and Professional Libraries
- Computers and Software
- Sickness and Accident Insurance premiums i.e., income protection insurance
- COVID-19 tests (if you had purchased RAT and PCR tests to determine whether you may attend or remain at work)

- Any other expenses incurred in earning your income

We suggest keeping receipts for all deductions you wish to claim in your tax return. By law, you need to keep these records for five years in case the ATO perform an audit.

Details of work-related deduction	Amount \$

<b>Gifts or Donations</b>	<b>Yes</b>	<b>No</b>
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Have you made any gifts or donations?  
*Please list below*

    

Name of Charity	Amount \$

Superannuation	Yes	No
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Did you make personal contributions to a complying superannuation fund?  Yes  No

Did you inform your superfund you intend to claim tax deduction for the contribution?  Yes  No

What was the total amount contributed? \$

Superfund details:

Full name of the fund(s):

Fund ABN:

Fund TFN:

Account Numbers:

**Tax Offset: Contribution on behalf of your spouse**

Did you make the contributions to a complying superannuation fund or a retirement savings account on behalf of your spouse?  Yes  No

If yes, was your spouse’s gross income (excluding any assessable First Home Super Saver released amount or COVID-19 early release of super payment), including total reportable fringe benefits and reportable employer super contributions) less than \$40,000? If so, you may be eligible for an offset up to \$540 per year.  Yes  No

Name of Spouse:

Contribution: \$

Private Health Insurance	Yes	No
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Were you a member of a private health fund(s)?  Yes  No  
*Please provide you Private Health fund statement.*

**Medical Levy Surcharge (MLS)**

If you earn over \$90,000 as a single or \$180,000 as a family and do **NOT** have the required private patient hospital cover for the **whole** year, you and/or your family will have to pay the Medicare levy surcharge of 1-1.5%.

Do you have Private Healthcare Insurance?  Yes  No



## Client Queries

Please detail below any questions you would like us to answer, or any information you consider relevant and not shown elsewhere.

## Tax Declaration

It is important to note that taxpayers must complete a declaration authorizing the agent to lodge their tax returns electronically.

The obligations of the taxpayer in relation to this declaration as advised by the Australian Taxation Office are:

- the taxpayer must retain the declaration for 5 years from the date they make the declaration (this requirement also applies to requests for amendment);
- the taxpayer must retain their copy of tax vouchers and PAYG Payment Summaries **for 5 years from the date of assessment of their return;**
- The taxpayer must retain receipts for 5 years from the date of lodgment of their return or if they are in dispute with the ATO at the end of the 5 years, until the dispute is resolved and provide them to the Commissioner if required.

**The declaration requiring your signature is on the front page of the questionnaire.**

Thank you for completing this questionnaire.