

Year-end return

Individual client checklist (2023 financial year)



NAME

Please complete your contact details below to ensure our database is up to date.

Address:

Email:

Phone:

Spouse full name:

Spouse approximate income: \$

Do you have a current and up to date Will and Estate Plan in place?

☐ Yes ☐ No

Do you believe you have adequate insurance policies in place?

☐ Yes ☐ No

	CLIENT TO COMPLETE
<p>Please advise your bank account details for deposit of any refund due.</p> <p>Note: The ATO will no longer issue refund cheques and will not accept returns without bank account details.</p>	<p>Account name: <input type="text"/></p> <p>BSB: <input type="text"/></p> <p>Account number: <input type="text"/></p>
<p>Do you require your tax return by a due date or for a particular purpose (e.g., finance applications)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date required: <input type="text"/></p>
<p>Did you earn salary and wage income during the year?</p> <p>Did you receive any government payments?</p> <p>Social security, pensions, Austudy, Abstudy, parenting allowance etc?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please attach income statements.</p> <p>Number of income statements attached: <input type="text"/></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please attach income statements.</p> <p>Number of income statements attached: <input type="text"/></p>
<p>Did you receive any interest from bank accounts?</p> <p>If more than two accounts, please attach separate page.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Bank: <input type="text"/></p> <p>Amount: <input type="text"/></p> <p>Joint account? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Bank: <input type="text"/></p> <p>Amount: <input type="text"/></p> <p>Joint account? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Did you receive any tax-free government pensions?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount: \$ <input type="text"/></p> <p>Type of pension: <input type="text"/></p>
<p>Did you receive any foreign income?</p> <p>Please attach any paperwork you have.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details: <input type="text"/></p> <p>Amount: \$ <input type="text"/></p> <p>Tax withheld: <input type="text"/></p>
<p>Did you receive any shares or payments from an Employee Share Scheme?</p> <p>Please attach paperwork received.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details: <input type="text"/></p>
<p>Did you receive any other income from other sources/related parties?</p> <p>Please provide documentation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any dividends during the year?</p> <p>Most listed companies pay two dividends per year – we will need both statements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide statements.</p> <p>Statements attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from managed funds during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide statements.</p> <p>Statements attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from other partnerships or trusts during the year?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide information.</p> <p>Information attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you receive any income from a rental property during the year?</p>	<p>Please complete the Rental Checklist and Rental Schedule</p>
<p>Did you receive income from a business (as sole trader) during the year?</p> <p>Please attach a summary of income and expenses related to the business and complete the Sole Trader Checklist.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did you <u>purchase</u> any investments during the financial year?</p> <p>Shares, managed funds, term deposits, etc.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide number: <input type="text"/></p> <p>Please provide copies of settlement statements for each.</p>

<p>Did you <u>sell</u> any investments during the financial year?</p> <p>Shares, managed funds, term deposits, etc.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide number: <input type="text"/></p> <p>Please provide copies of settlement statements for each.</p>
<p>Do you use a motor vehicle for your work?</p> <p>Please note driving to/from your usual place of employment is not a deductible expense unless you are carrying tools of trade (excluding hand tools).</p> <p>If you are required to drive from your usual place of employment (i.e., office/factory) to other offices/sites this travel is deductible.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, how many work-related kilometres would you travel for work?</p> <p><input type="text"/> kms per week</p> <p>Do you have a log book?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please attach.</p> <p>What is your business use percentage? <input type="text"/> %</p> <p>If YES, provide details of fuel, registration, insurance, repairs/maintenance and interest costs (if loan held), etc., for the year.</p> <p>Make: <input type="text"/></p> <p>Model: <input type="text"/></p>
<p>Total cost of motor vehicle</p> <p>Please supply a tax invoice if available.</p>	<p>\$ <input type="text"/></p>
<p>Is the vehicle financed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please provide documents of finance or the following information:</p> <p>Total amount financed \$ <input type="text"/></p> <p>Term of the loan <input type="text"/></p> <p>Number of payments per year <input type="text"/></p> <p>Date of first payment <input type="text"/></p> <p>Do you have a balloon payment at the end?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <input type="text"/></p>
<p>Do you have any other work-related expenses?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, attach summary of expenses e.g., union fees, seminar costs, tools, phone etc.</p>
<p>Do you have a home office and did you perform any of your full employment duties any time from home?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, how many hours per week: <input type="text"/></p> <p>For how many weeks: <input type="text"/></p>

Do you have any work-related self-education expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of course: <input type="text"/> Institution: <input type="text"/> Please attach summary of costs including fees, resource books, stationary, computer use, etc.
Did you make any donations to registered charities? Note that raffle tickets from charities are not deductible.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach receipts.
Did you have income protection insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach receipts.
Did you have private hospital cover for the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach copy of your private health statement for the year ended 30 June 2023.
Do you have a HECS/ HELP debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please provide statement or balance: \$ <input type="text"/>
Did you make any personal super contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <input type="text"/>
Are you claiming a deduction for personal super contribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <input type="text"/> Please attach Confirmation of Notice of Intention to Claim a Deduction from your super fund. <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you pay any child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <input type="text"/>

Any additional notes for your client manager?

Our intention for the 2023 financial year is to attend first to work received in a complete and comprehensive manner. If we receive incomplete documentation or your figures do not agree with your data files, our staff will contact you to fix these problems before we start preparation. Your accountant will not be starting work where there is missing or inadequate information.

We respectfully encourage you to work slowly through your checklist and make sure everything has been sent to us in the first instance.