Base Tax Return Information - 2016

Please complete and sign this form, then e-mail, fax, post or hand deliver it together with the source documents to our office **PRIOR** to your appointment.

TO:	Paris Financial	**FAX:**	(03) 8393 1099
ATTENTION:		**E-MAIL:**	admin@parisfinancial.com.au

CLIENT NAME:		**CLIENT SIGNATURE:**	X

UPDATES TO YOUR PERSONAL INFORMATION IF REQUIRED					
Name:			**Spouse Name:**		
Home Address			**Postal Address**		
TFN:			**Spouse DOB:**		
Phone:			**Your Email:**		
W		**H**		**Mob**	
Bank Account Details for tax refund:	**BSB:**		**Account Number:**	**Account Name:**	

CHILDREN DETAILS			
Name:		**Name:**	
DOB:		**DOB:**	
Name:		**Name:**	
DOB:		**DOB:**	

PRIVATE HEALTH INSURANCE (include annual policy statement from your insurer – remember, you, your spouse AND your dependent children have to have private hospital cover to avoid the Medicare Levy Surcharge if your family income is above the trigger threshold)

Fund Name:		**Membership No:**	
Type of Cover:			
Period:		**Rebate Claimed**	☐ Yes ☐ No

INCOME		
Salary, Allowances, Directors Fees (Please provide PAYG Summary, Employer Lump Sum Payments and ETP's)	☐ Yes	☐ No
Australia government allowances: - (Newstart, Austudy, Parenting Payment and any other Centrelink payments – please include all Tax Free government pensions as well)	☐ Yes	☐ No
Australian superannuation pension and lump sum payments: - (For those 60 years of age and over, many of these payouts will be tax free, but include details anyway please as some payments can in fact be assessable)	☐ Yes	☐ No
Bank interest: - (Please provide bank account statements OR the final page with the year end interest summary)	☐ Yes	☐ No
Australia government allowances: - (Newstart, Austudy, Parenting Payment and any other Centrelink payments – please include all Tax Free government pensions as well)	☐ Yes	☐ No
Australian superannuation pension and lump sum payments: - (For those 60 years of age and over, many of these payouts will be tax free, but include details anyway please as some payments can in fact be assessable)	☐ Yes	☐ No
Bank interest: - (Please provide bank account statements OR the final page with the year end interest summary)	☐ Yes	☐ No

INCOME cont….		
Dividends: - (Please provide all dividend statements)	☐ Yes	☐ No
Employee share schemes: - (If you received shares under an employee share scheme, then any discount on these shares may be assessable). Please provide Annual Tax Summary	☐ Yes	☐ No
Unit trusts and managed funds/partnerships: - (Please bring or send to our office the Trust Tax Year Summary eg BT, Colonial etc)	☐ Yes	☐ No
Were you running a business during 2016?	☐ Yes	☐ No
Capital Gains: - (Did you sell land, real estate, shares, investments or any other non motor vehicle assets during the year?)	☐ Yes	☐ No
Rental income: - (Did you own a rental property during the year? Please provide income and expenses	☐ Yes	☐ No
OTHER INCOME		
Other income	☐ Yes	☐ No

DEDUCTIONS		
Work related car expenses (Please supply receipts)	☐ Yes	☐ No
Work related travel expenses (Please supply receipts)	☐ Yes	☐ No
Work related uniform (Please supply receipts)	☐ Yes	☐ No
Work related education expenses **Schedule** (Please supply receipts)	☐ Yes	☐ No
Other work related expenses (Please supply receipts)	☐ Yes	☐ No
Purchase of any computer equipment and other assets with a value of over $300 (Please supply receipts)	☐ Yes	☐ No
Interest deductions (Related to any shares and non property investments)	☐ Yes	☐ No
Dividend deductions (Related to any shares and non property investments, including financial planners fees)	☐ Yes	☐ No
Gifts or donations (Remember, these organisations must supply you with a receipt and must be listed as a Deductible Gift Recipient)	☐ Yes	☐ No
Cost of managing tax affairs (Tax agents)	☐ Yes	☐ No
Deductible amount of the un-deducted purchase price of a foreign pension or annuity (For those that receive a foreign pension, the paperwork should be submitted in full for review)	☐ Yes	☐ No
Personal Superannuation contributions (Please detail any such contributions and the accompanying paperwork from your relevant super fund, for possible tax deduction IF circumstances permit)	☐ Yes	☐ No
Forestry Managed Investment schemes (Any such scheme involving almonds, tree plantations, olive groves etc, please submit any relevant paperwork)	☐ Yes	☐ No
Other deductions (Income protection insurance, interest payments to ATO)	☐ Yes	☐ No

TAX OFFSETS		
Did you contribute any money to your spouse's superannuation fund? (Please provide superannuation statements)	☐ Yes	☐ No
Did you, your spouse and your dependent children incur expenses for Disability Aids, Attendant Care or Aged Care services?	☐ Yes	☐ No

ADJUSTMENTS	
Part year residency	**Did you become an Australian resident during the year? If so, what was the date?**
Super co-contribution	**Did you contribute to your superannuation fund any money during the financial year? If so, how much?**
Would you like to receive your copy of the income tax return via email?	☐ Yes ☐ No
Superannuation fund statements	

2016 INDIVIDUAL INCOME TAX RETURN CHECKLIST

Please either attach the required receipts / paperwork and where possible include a Summary of the details when supplying your information to us.

YOUR INCOME

1. Have you received all of your :
   - Newstart or AUSTUDY or ABSTUDY Statements?
   - Payment Summary/s (Formally known as Group Certificates)
   - Employment Termination Payment Statements (including supporting letters)
   - Pension or annuity Statements, and most likely information indicating the tax free, taxable or rebate-able components.
   - Government pension or superannuation statements
   - Centrelink statements if taxable.

2. If you received interest on any Bank Accounts/Other Investments please provide details of all accounts on which interest was received, the amount(s) received & if accounts are jointly or personally held and any withholding tax.

3. Did you receive any distributions from Trusts, Partnerships or Deceased estates? If so, please provide the appropriate information.

4. Do you have a rental property? If yes, then we need details of rent received, interest paid and other deductions for each property. Ideally a summary will be provided by your estate agent, but there may be other expenses not covered in the agent's statement. Please note that renovations and asset purchases need to be separately identified.

   If the property was bought during the year we need the following information:-
   - purchase contract
   - contract date and settlement date
   - list of chattels bought and cost of each (eg. stove, hot water service, carpets, curtains,
     blinds, oven heater, ducted heating, etc)
   - details of borrowing costs and term of loan
   - details of stamp duty and legal fees paid
   - Quantity surveyor report (if you have one)
   - date the property was rented out

5. Do you own any shares? If yes, we need the dividend statements for the year.
   If you have no dividend statements, we need an accurate summary of total dividends received from each company for the year as follows:-
   - Unfranked Dividends
   - Franked Dividends
   - Imputation Credits and withholding tax

   We require similar information in relation to dividends that were reinvested to buy more shares.

   Did you sell any assets during the year that may give rise to Capital Gains Tax? Eg: Shares or Rental property.

   If so we need the following information:-
   - Asset description,
   - Settlement statement,
   - Purchase and sale dates (contract dates),
   - Contract notes for shares (Buy/Sell documents),
   - Cost price (including, purchase price, stamp duty, legal expenses, broker fees etc),
   - Sale price (including, sales commission, legal expenses, broker commission etc), (Please provide details and documents)

   If shares / managed investments were sold, in addition to the sale documents and original purchase documents we require any dividend / trust re-investment documents indicating the relevant prices and dates.

6. Did you receive any other income? If so we need full details of the source and amount of income received. For example;

   Income for overseas investments, employment or business,
   - Employee share scheme (please provide all paperwork),
   - Sale of a "collectible" asset you acquired for more than $500,
   - Sale of a "personal" asset such as a boat or household items you acquired for more than $10,000,
   - Foreign pension details

YOUR DEDUCTIONS

Motor Vehicle:

7. Are you required by your employer to use your car for work?

   If yes, and the car is not provided as a fringe benefit, please advise the following:

   a) If **you travelled 5,000 business kilometres or less,** we need details of the business kilometres travelled, your car type, engine size.

   Otherwise,

   b) If you travel more than 5,000 business kilometres for work or completed a log book, then we need to know the actual running costs of the car such as :-
   - Log Book Business %,
   - Vehicle make,
   - Registration,
   - Insurance,
   - RACV,
   - Petrol - If you do not have receipts, please provide a reasonable estimate (e.g. $40 per week),
   - Repairs & Maintenance, including servicing
   - Lease or Hire Purchase (HP) payments and contract,
   - Purchase date and amount if we are not aware of these.

8. Did you buy or sell a motor vehicle during this financial year, which was used for work.

   If so please provide the following details:
   If a car was sold, we need:

If a car was bought, we need:-

- Date of sale
- Date of purchase
- Sale price and Purchase price
- Dealer sale document (incl. trade-in). Dealer purchase document (incl. trade-in)
- Finance payout information (if any) and Finance information (lease/HP, if any)

Travel:

9. Did you incur any work related travel expenses? If so, we need a list of expenses incurred.

Please note that a diary should be kept if away from home for 6 nights or more and receipts should be retained as normal.

Clothing:

10. Did you incur any expenses in relation to uniforms or protective clothing including laundry / dry cleaning of work uniforms? If yes please provide details of these expenses.

Self Education:

11. Did you complete any courses which were related to your work? If yes, we need to know what type of course and what expenses were incurred, as well as how it relates to your employment.

Home Office:

12. Did you perform any work at home? If yes, could you please estimate how many hours a week you work at home and provide a list of expenses related to this e.g. stationery, books, furniture etc.

Other:

13. Did you have any other work related expenses?

Such as:

- Union dues,
- Mobile Phone Bills,
- Tools,
- Sickness & Accident Insurance/Income protection insurance,
- Depreciation (professional library, tools, equipment),
- Car parking, and Etag expenses,
- Seminars & Conferences,
- Stationery,
- Briefcase or Calculator,
- Subscriptions,
- Sun protection,
- Internet,
- Any other expenses

If so, we require details of these expenses in summary form, and the actual receipts in relation to purchases over $300. In addition please note the percentage of the expense that is work related.

Loans:

14. Did you take out any new loans / borrow for business or investment purposes? If yes, we need details of the purpose of the loan, the loan statement(s), application costs and other expenses paid to the bank re the loan.

Donations / Tax Agent fees:

15. Did you make any donations of $2.00 or more to registered charities? If yes, please provide a list of these donations. Note that you are required to retain receipts for all tax deductible donations.

16. Did you incur Tax Agent Fees for preparing last years Tax Return? If yes, we need to know the amount and who it was paid to.

Any other information:

17. Do you have any education debts you may know as H.E.C.S, HELP, P.E.L.S debt or a Supplement loan?
If yes, please provide us with a copy of the statement(s) or amount of debt outstanding.

18. Did you cease full time education during the year? If so we need to know the net income earned while a full time student and the date of ceasing full time education.

19. Did you become a resident of Australia or cease being a resident of Australia during this financial year. If so we need to know the date residency status changed and details of any income earned overseas. All income earned (both in and out of Australia) while a resident is taxable, while non-residents are taxed on Australian sourced income.

20. If married or divorced during the year, we require the relevant dates. For marriages, the spouse’s taxable income may also be necessary. For divorce, capital gains tax may apply!

<u>REBATES</u>

21. Do you have any children?
If yes, please include details such as; full name, date of birth, number of nights under your care and any income received by these children.

22. Do you have any dependents other than your children e.g. Parents?
If yes, please include details such as; full name, date of birth and relationship of dependent.

23. Medical Expenses Rebate:-
The medical expenses tax offset, the offset that allowed you to claim out of pocket medical expenses beyond what Medicare covered, has been phased out. From the 2015-16 year onwards you will only be able to claim the offset for medical expenses that relate to disability aids, attendant care or aged care services until the offset is completely removed from 1 July 2019.

24. Health Insurance:-
Did you contribute to any Private Health Insurance during the year? If yes, we require your Private Health Insurance statement to complete the Private Health Insurance policy details.

25. Superannuation:-
Did you make any contributions to your spouse’s superannuation fund? If yes, please include details of the amount of contributions and the taxable income of your spouse.

SUNDRY

26. Spouses taxable income, tax file number, date of birth

27. Copy of last year’s tax return and assessment notice (if we did not prepare your last year tax return).

28. Bank account details for any tax refunds.