

*In order for us to complete this variation on your behalf it is important that you fill out ALL sections in this checklist. If you have any questions contact our office.*

**Please do not tell us to copy last years figures: rent, interest rates and other expenses fluctuate from year to year.**

## Personal Information

Your name: \_\_\_\_\_  
 Your date of birth: \_\_\_\_\_  
 Your Tax File Number: \_\_\_\_\_  
 Your occupation: \_\_\_\_\_  
 How frequently you are paid: \_\_\_\_\_ Weekly / Fortnightly / Monthly

## Employment Information

Employer's name: \_\_\_\_\_  
 Employer's ABN: \_\_\_\_\_  
 Employer's address for payroll: \_\_\_\_\_  
 Payroll Officer's direct number: \_\_\_\_\_  
 Employee ID number (if applicable): \_\_\_\_\_  
 Estimated gross wage for 2017/18: \_\_\_\_\_  
 Expected bonuses for 2017/18: \_\_\_\_\_  
 Car allowance \_\_\_\_\_  
 Other taxable allowances \_\_\_\_\_  
 Description \_\_\_\_\_

## Deductions against your car allowance

Vehicle Make and model: \_\_\_\_\_  
 Log book use percentage: \_\_\_\_\_  
 Lease/Hire purchase interest paid: \_\_\_\_\_  
 Fuel expenses: \_\_\_\_\_  
 Registration & Insurance: \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

## Additional Information REQUIRED:

- Copy of Depreciation Schedule for all properties (if one has been done and not previously been provided); and
- **Copy of your very latest payslip that shows the YTD figures. We cannot prepare your variation without this!**

