

TAX QUESTIONNAIRE 2018

Individual Income Tax Return - Preparation by Correspondence

Please complete the following checklist and return along with a **copy** of your PAYG Payment Summary(ies) and any other information as requested. **Please provide only copies of your documentation** as we will not return paperwork and we do not accept responsibility for original documentation being lost or destroyed.

Please email, fax or post this form back to our office.

Email: gayle@accrueaccounting.com.au

Fax: (03) 8371 0099

Post: Suite 9 5 Everage St Moonee Ponds 3039

Personal Details

Name: _____

Address: _____

Phone (B/H): _____ Mobile: _____

Email: _____ Date of Birth: _____

NOW COMPULSARY TO PROVIDE FINANCIAL INSTITUTION ACCOUNT DETAILS TO HAVE YOUR TAX REFUNDS DEPOSITED INTO YOUR ACCOUNT.

The ATO no longer issues cheque refunds. If your financial institution details are not provided it will result in delayed processing of your tax return.

Bank Details:

Bank Name _____ BSB No _____

Account Name _____ Account No _____

Spouse details

Name _____ Date of Birth _____

Taxable income \$ _____

Income

Please indicate by circling, yes or no if you have received any of the following sources of Income:

Salary & Wages If yes, include PAYG Payment Summary(ies).	Yes	No
Occupation Description _____		
Centrelink Payments – Newstart Allowance, Age Pension etc <i>*Please note: No documentation required.</i>	Yes	No
Termination Payments (including Superannuation Lump Sums) If yes, include PAYG Payment Summary and statement of termination.	Yes	No
Annuities / Superannuation Pension If yes, include PAYG Payment Summary and other relevant documentation.	Yes	No
Interest Institution: _____ Amount _____ Institution: _____ Amount _____ Where you have multiple accounts please provide a summary, including joint accounts.	Yes	No
Investments / Managed Funds If yes, include tax summary	Yes	No
Dividends If yes, provide dividend statements	Yes	No
Rental Property If yes, provide all relevant documents It may assist you to use our rental property checklist on our website	Yes	No
Other Income / Capital Gains If yes, provide brief description and documentation. Please note: Shares held in a company that has been taken over or merged may be subject to capital gains tax	Yes	No

Deductions

<p>Travel / Motor Vehicle Expenses If you travel more 5,000 kms for work purposes throughout the year, you should use a logbook to maximise your claim If yes, please advise: 1 Work related kms _____ 2 Engine capacity _____</p> <p>For client's using a log book to determine their work related %. There is now an app you can use, instead of manual recording. Contact us for details.</p>	Yes	No
--	-----	----

Protective Clothing / Uniform	Yes	No	\$ _____
Self Education Expenses	Yes	No	\$ _____
Work Related Subscriptions / Journals	Yes	No	\$ _____
Gifts / Donations	Yes	No	\$ _____
Tax Agent fees	Yes	No	\$ _____
<p>New Equipment</p> <p>Date Purchased: _____</p> <p>Cost: _____</p> <p>Description: _____</p>	Yes	No	\$ _____
Other expenses not listed above (Attach separate sheet if necessary)			
Description: _____ Amount: \$ _____		Yes	No
Description: _____ Amount: \$ _____			

Superannuation Contributions (Personal)

Have you made personal contributions (other than through your employer during the year). If so you may be eligible to claim a tax deduction for them. If you are claiming a tax deduction you need to advise the fund that you are by completing the appropriate form, it is available on our website, or we can send you a copy.

ATO Focus areas for 2018

Shares and capital gains

The ATO is datamatching share transaction data against gains declared by individuals in their tax return. The datamatching program has been around since 2006 and tracks share transaction details from 1985 onwards (when the capital gains tax regime commenced). The current program is collecting information on over 61 million transactions.

If you have sold shares, it's important that the income from the sale is declared in your income tax return.

Work related deductions

The ATO is unhappy about the level of work related deductions claimed in Australia. It's also an area that is difficult for the ATO to reign in as the amounts are often small and spread across a very large number of taxpayers. However, we are seeing clear evidence that the ATO is testing work related deductions, even when amounts are relatively small.

In general, you need to be able to prove that you incurred the expense (with receipts etc.), the expense was not private, it was incurred in the course of your income earning activities, and you were not reimbursed by someone else for the expense.

If the level of work related expenses you claim is higher than your industry standard, you can expect to be contacted by the ATO to substantiate the claim. If you have a high level of expenses, it's important to have all of your paperwork in place. Where you do not have evidence for your claim, diary entries might help in some cases (for example for meal expenses while travelling when you are in receipt of a genuine travel allowance etc.,). Key areas include:

- **Cars** - You can only claim the business portion of expenses, you cannot claim for travel between a normal place of work and your home, if you have salary sacrificed your car you cannot generally claim car expenses, and if your employer has reimbursed the expense you cannot claim a tax deduction for it.
- **Clothing** - You can only claim a deduction for expenses for occupation specific clothing (like nurses), protective clothing and footwear (like steel cap boots if you are in construction or high-vis vests), uniforms (with logos or made specifically for the business). If you are required to wear certain clothes to work but it is not a uniform (like black trousers and a white shirt), you cannot claim the clothes or the cost of cleaning them.