We partner with you to make your business more profitable, valuable and enjoyable

INCOME TAX RETURN CHECK LIST FOR INDIVIDUALS

FINANCIAL YEAR ENDED 30 JUNE 2012

Please **COMPLETE** this schedule as best you can and **BRING IT IN** along with your summary of income and expenses and supporting information necessary to help complete your Income Tax Return.

1. **YOUR FULL NAME(S)**

2. **YOUR CURRENT RESIDENTIAL ADDRESS**

3. **YOUR PREFERRED POSTAL ADDRESS**

4. **FULL NAME OF YOUR SPOUSE**
   If married or became Defacto since lodging last return please show date this occurred.
   NAME:
   STATUS: Married / Defacto / Single
   DATE:

5. **YOUR DATE OF BIRTH AND OCCUPATION** DOB: OCC:

6. **CONTACT TELEPHONE NUMBERS**
   Home: Work: Fax: Mobile:
   Email:

7. **PAYMENT SUMMARIES** (Group Certificates)
   Please bring in all payment summaries received for this year.

8. **PENSION SLIPS & CENTRELINK**
   Please bring in all statements for social security and pensions for this year.

9. **RENTAL PROPERTY INFORMATION**
   If you have a rental property, please provide full details of rent received and expenses paid during the year. As a guide we need the following:

   - Property managers annual (or monthly) statements,
   - Bank loan statement (s),
   - Depreciation / Capital write off report,
   - Details of all expenses such as rates (shire & water), land tax, insurance, repairs & maintenance, strata fees etc,
   - Details of any capital improvements,
   - Details of any travel you made to inspect etc the property,
   - The reason why the property may have been vacant during the year.

If rented for the first time during the 2011/12 year, we need the date the property was first rented and copies of the Offer and Acceptance and the final settlement statement.

10. **OTHER INCOME/FOREIGN INCOME**
Please provide details of any other income including exempt foreign wages or other foreign income earned during the year, including Credit for foreign tax withheld.

11. **LUMP SUM & TERMINATION PAYMENTS**
Please provide any schedules given to you by your employers.

12. **INTEREST EARNED ON SAVINGS ACCOUNTS**
Please specify bank, branch, A/c No. and interest amount for the year and if account is in individual or joint names with spouse or other person.
(The Taxation Office obtains data from financial institutions for interest earned during the financial year.)
Please provide copy of bank statements at 30 June 2012 for all Savings Accounts.

13. **DIVIDENDS RECEIVED**
Please provide details of all dividend income received during the year.
Please attach all dividend advice slips, and especially dividend reinvestment slips.

14. **SHARE TRADING**
Full purchase and sale details including date of purchase, number purchased and purchase price, date of sales, number sold and sale price. Opening share numbers at start of year and closing share numbers at end of year.
Please provide all dividends & reinvestment slips.

15. **DETAILS OF ANY TRUST OR PARTNERSHIP INCOME DISTRIBUTIONS RECEIVED**

If you received income distribution from a Trust or Partnership for which we do not prepare the accounts and tax return, please provide the annual tax statement. If the tax statement is not available we need the following:

Trust/Partnership Name:

Trust/Partnership Tax File No.:

Full details of distribution received i.e.: -
Details of income: ……………………………………………………………………………….

Details of any credits: ……………………………………………………………………………..

16. **SALE OF ANY PROPERTY** (House, Land, Gold etc.)
Details of asset including the date sold, proceeds, date originally purchased and original cost (including any incidental costs such as valuation fees, settlement agents costs and stamp duty on transfer of property).
Copy of **Offer and Acceptance** and final **Settlement Statements** for both the purchase and sale.

17. **ACQUISITION OF PROPERTY**
Supply full details of any investments you have made during the year. This may include copies of Offer & Acceptances, final Settlement Statements, settlements agent's costs, stamp duty assessments and invoices. If a loan was established, please supply details of the loan and any fees incurred.

18. **EMPLOYEE SHARE AND OPTION SCHEMES**
Provide details of any shares or options you have either acquired or disposed under an Employment Share Scheme during the year.

19. **TAX RETURN PREPARATION COSTS**
Kilometres from home to our office, and number of trips.
Make and engine capacity of vehicle.
Number of phone calls to us during the year and value.
Any stationery, postage or other costs.

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20. **FOREIGN ASSETS**
Did you own, or have an interest in assets located outside of Australia during the year that have a total value of AUD $50,000 or more? If yes please provide details.

21. **DEBT**
Total value of home loans: $
Total value of investment loans: $

22. **DETAILS OF OTHER DEDUCTIONS YOU WISH TO CLAIM** (for example)
Total Home Electricity (Number of work related hours to be provided)
Total Home Telephone (Work Related % to be provided)
Motor Vehicle Running Expenses (Fuel, License, Insurance, Repairs, Lease, log book & Kms travelled)
Uniforms/Protective Clothing - (Where related specifically to occupational tasks)
Subscriptions/Fees/Union Dues
Travel Expenses
Self-Education - (Work Related Only)
Work Related Tools
Donations
Gifts to Political Parties
Fund Raising Events - Deductible Contributions
Outdoor Workers (Sunscreen, sunglasses and sunhats)
Any other expenses you consider may be deductible

23. **PERSONAL SUPERANNUATION** (Private Funds)
(a) Full Name of Fund
Policy No. .... Contributions Paid: $
Total balance of super accounts: $..........................

If you are self employed you should also advise your superannuation fund of the amount contributed during the year that will be claimed as a deduction in your Income Tax Return for this year. **Please provide Marsdens with the Fund's notice acknowledging the amount is deductible.**

24. **PERSONAL ACCIDENT & SICKNESS INSURANCE (INCOME PROTECTION INSURANCE)**
(a) Full Name of Company: ………………………………………………………….
Policy No. .... Premium Paid: $
Monthly Benefit Amount: $...........................
Waiting and Benefit Period ....

Please send in policy statement with details of amount deductible.

25. **HIGHER EDUCATION LOAN PROGRAMME (HELP) or SFSS**
Please provide details of any HELP or SFSS balance owing at year end $…………………..…….

26. **DEPENDANTS AND OTHER TAX OFFSETS**
You may be entitled to a tax offset under one or more of the following circumstances.
Please provide the following information: -
(1) Dependants:
Spouse – Details of income for the year.
Please provide Centrelink letters and annual statements advising allowances received.
(2) Housekeeper.
(3) Name and date of birth of Spouse
(4) Names and date of birth of each child

(5) **Zone (Remote Areas)/Overseas Forces.**

Location

Days at Location

(6) **Net Medical Expenses**: 20% of net medical expenses exceeding $2,060, after health insurance reimbursements. Where your net medical expenses exceed $2,060 then please obtain from Medicare and your private health fund summaries of benefits paid for the year.

(7) **Spouse Superannuation Contribution:**
Where your spouse earns less than $13,800, you may be able to claim a tax offset of 18% for the funds contributed to your spouse's superannuation fund (to a maximum of $3,000 p.a. providing a maximum tax offset of $540). Please provide details, if applicable.

INCOME TESTS FOR 2012 – Only if you have a spouse who has his/her ITR prepared by someone other than Marsdens
For the 2012 year, the ATO requires the following formation:

	You	Spouse
Tax free government pensions	………..	…………
Net financial investment losses	………..	…………
Net rental property losses	………..	…………
Child support paid	………..	…………
Total reportable fringe benefit amounts	………..	…………

28. **PRIVATE HEALTH INSURANCE**
Please provide the following information:
(a) Name of Health Fund.

(b) Copy of letter from the Health Fund advising you of your entitlements to the Health Insurance Tax Offset.

29. **ANY OTHER MATTERS**
If you consider there are any other matters that may affect this year's income tax return, please provide the necessary details so that we can consider them.

At Marsdens we want to help you achieve your financial goals, provide the best advice for your situation and explain it in simple English.

Thank you. We look forward to seeing you.
MARSDENS.