

Year end checklist and questionnaire for 2008

This worksheet is designed for use by our clients who are salary and wage earners. It is not an all-encompassing list of every possible item. We already have some individual information about you but please tell us of any changes. **If you are in business - ring for an appointment.** There are severe penalties for understating income or making false claims on your tax return. Accordingly, we strongly urge you to provide complete, accurate, and honest information, which is neither false nor misleading.

Full name including title: _____ Date of birth: ___/___/___

Residential address: _____ Postcode: _____

Postal address: _____ Postcode: _____

Your telephone numbers:

• Home: (___) _____ Business: (___) _____

• Mobile: _____ Fax: (___) _____

Your email address: _____ @ _____

Spouse's full name: _____ Spouse's annual income: \$ _____

Please provide names and dates of birth of each child:

Would you like your refund to be directly deposited into your bank account? Yes / No

BSB : _____ Account No.: _____ Account Name: _____



T: 07 3278 3477

F: 07 3278 3409

E: ticktax@ticktax.com.au

PAYMENT ARRANGEMENTS: Please debit my credit card:

VISA CARD MASTERCARD BARTECARD

 Expiry: ___ / ___

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____

TELEPHONE NUMBER: _____

INCOME

- Please send us any **Payment Summaries** received from any employers during the year.
- Please send us any **Eligible Termination Payment statements** received by you during the year.
- Please send us any Centrelink Payments, eg **pensions, unemployment and sickness benefits**.
- If you received income from **Dividends** during the year, in the form of cash or dividend reinvestment, please send us the relevant slips. Include details of franked dividends.
- If you received distributions from a **Trust** this year, please send us the annual statements.

Did you receive any **Interest** from any bank account, building society, credit union account etc? If so:

Amount: \$ _____ Received from: _____ Joint: Yes/No

If you own a **Rental Property**, please fill out the rental questionnaire that follows.

Did you have any **Foreign Source Income** during the year? Yes / No **Credits?**

EXPENSES / DEDUCTIONS

Did you have any **work related motor vehicle expenses** during the year? Yes / No

If so, please answer the following: Did you do a log book this year (needed every 5 years)? Yes / No.

Total amount spent on fuel: \$ _____

Repairs & Maintenance incl. servicing & tyres: \$ _____

Registration: \$ _____ Insurance: \$ _____

Lease Payments: \$ _____

Loan repayments - monthly amount: \$ _____ Term: _____

Principal borrowed: \$ _____ When borrowed: ____/____/____

Cost of vehicle \$ _____ Date of Purchase ____/____/____

Did you incur any **Uniform costs** for compulsory, protective occupation specific clothing, including dry cleaning, laundry etc? Yes / No If so, how much did you spend and on what? \$ _____

Did you purchase any **sun protection** to be used during work the year? Yes / No If so, how much did you spend? \$ _____

If you made any Work related phone calls including internet fees – how much was the total spend and what percentage of calls were work related? \$ _____ %

Did you incur costs for any of the following during the year? If so, how much?

Membership fees \$ _____

Union Fees \$ _____

Licence fees \$ _____

Magazines, journals, newspapers, books \$ _____

Tools of trade \$ _____

Stationery including computer supplies \$ _____

Travel expenses \$ _____

Did you incur any **self-education expenses**? Yes / No

If you did, please outline all study costs including type of course and the educational institution:

Do you owe money for **HELP** (previously HECS)? Yes / No Amount owed: \$ _____

If you have purchased any new equipment during the year – please include date of purchase and cost:

_____ \$ _____ _____ \$ _____

Amount of **Donations** to registered charities: \$ _____

Total of **Expenses relating to investments**: \$ _____

Amount of deductible **bank fees on Salary / Wage deposits** \$ _____

CAPITAL GAINS

During the year did you sell any **property, shares* or real estate**? Yes / No

If so, would you please provide (attach another sheet if necessary):

A description of what was sold: _____

Purchase date and amount: _____

Sale date: ____/____/____ and amount: \$ _____

Purchase costs: \$ _____ (including Broker's fees etc) Selling Costs: _____

Were there any **holding costs** for non income producing assets, eg rates, interest, maintenance costs?

_____ \$ _____ _____ \$ _____

Details of any **improvements** made during the ownership period (including dates and amounts)

_____ \$ _____ _____ \$ _____

*For shares sold, it is easier to simply include the brokers purchase and sale contract slips

SUPERANNUATION / INSURANCE

Please detail any **Contributions made to a Superannuation fund** paid last year:

Policy Number: _____ \$ _____

Please detail any **Sickness and / or Accident Insurance Premiums** paid last year:

_____ \$ _____

Please detail any **Private Health Insurance** premiums paid during the year - include the fund's summary of tax rebate entitlements (or attach statements)

Name: _____ No. _____ \$ _____

REBATES

To claim **spouse rebate** if the parenting allowance was not received:

Do you have any Medicare exemption or reduction? – please detail including number of days in Reserves:

What were your medical expenses this year? – (more than \$1500 not already covered by Medicare or by insurance then list total amount):

\$ _____

RENTAL PROPERTY DETAILS

If you have owned a rental property during the year please answer the following:
(If you have more than one, please copy this page and answer for each)

Address of Rental Property: _____ Postcode: _____

Date Purchased: ___/___/___ Date first rented: ___/___/___

Names of owners on title deeds:

Please include **Statements from the Real Estate agent** managing the property

If you collect the rent then a summary of dates rent received: _____

Please list the **expenses paid** during the year:

Rates: \$ _____ Water Rates: \$ _____

Land Tax: \$ _____ Body corporate fees: \$ _____

Repairs & maintenance: please list including dates _____

Capital improvements: please list including dates _____

Estimate of **number of phone calls & cost** associated with the property:

Calls: _____ \$ _____

Number of kilometres travelled for inspections, repairs, seeing real estate agents, gardening etc – include year, make and model of car, engine size and number plate details:

Kms travelled: _____ Car model & engine size: _____ Rego: _____

Other travel expenses including airfares, bus fares, accommodations and meals:

Interest paid on loan: \$ _____ Postage paid - paying bills etc: \$ _____

Bank fees paid: \$ _____ Letting fees paid: \$ _____

Advertising paid: \$ _____

If you **bought** the property during the year, please include:

- Settlement letter from solicitor
- Copy of loan details including borrowing costs such as loan application fees, stamp duty on the mortgage, mortgage registration fees
- Quantity Surveyor report if available

If the property was **sold** during the year, please include:

- Sale contract - with dates and sale price
- Purchase contract - with dates and purchase price
- Settlement letters from both purchase and sale
- Commission details from the sale of the property