



SURNAME:

FIRST NAME:

OTHERS:

ADDRESS:

SUBURB:

POSTCODE:

HOME TEL NO:

WORK TEL NO:

MOBILE TEL NO:

EMAIL:

TFN:

ABN:

DOB:

SPOUSE NAME:

TFN:

DOB:

HOW WOULD YOU LIKE YOUR TAX RETURN SENT TO YOU ON COMPLETION FOR SIGNING?

EMAILED

POSTED

INTERVIEW

INCOME

- | | |
|---|---|
| <input type="checkbox"/> <i>Gross salary, wages, earnings, allowances, benefits, tips and directors' fees</i> | <input type="checkbox"/> <i>Details of any capital gains or losses incurred from the sale of CT assets such as shares and property (this includes dates and values of acquisitions and disposals)</i> |
| <input type="checkbox"/> <i>Any ABN income (if so, need ABN, type of work completed and any GST charged)</i> | <input type="checkbox"/> <i>Rent received from investment properties (complete attached Rental Property Checklist)</i> |
| <input type="checkbox"/> <i>Lump sum and termination payments</i> | <input type="checkbox"/> <i>Details of any foreign source income</i> |
| <input type="checkbox"/> <i>Government and Centrelink payments including pensions and allowances</i> | <input type="checkbox"/> <i>Details of any employee shares received</i> |
| <input type="checkbox"/> <i>Annuities or other pensions such as account based pensions</i> | <input type="checkbox"/> <i>Details of any Buy/Sells of Cryptocurrency ie Bitcoin, Ethereum, Ripple etc</i> |
| <input type="checkbox"/> <i>Interest earned on any bank accounts including ATO refund interest</i> | |
| <input type="checkbox"/> <i>Dividends received or reinvested including any franking credits attached</i> | |
| <input type="checkbox"/> <i>Distributions from partnerships and trusts including managed funds</i> | |

2018 TAX RETURN TRADITIONAL CHECKLIST



DEDUCTIONS

(Please provide a summary of expenses. You must have receipts to substantiate total claims of more than \$300)

WORK RELATED EXPENSES

- Did you use your motor vehicle for work? If so:
Total kms for work _____
Type of Vehicle _____

- Must keep 4 week diary if claiming cents per km method

3 month logbook kept: Yes No

- Did you keep a record of actual expenses (provide summary of actual expenses if not claiming cents per kilometre method)
- Other work related travel expenses ie taxi, public transport & bridge tolls
- Purchase of compulsory uniforms and protective clothing including laundry costs for work related purposes
- Self education expenses including fees, books, stationery, travel and parking
- Union fees and memberships to industry and professional organisations
- Purchase of sun protection, hats, sunglasses and sunscreens for work related purposes
- Purchase of tools or trade equipment for work related purposes
- Telephone expenses for work related calls (make sure 4 week diary has been kept for a percentage)
- Meal allowance
- Seminar/course fees and travel for seminars, conferences and conventions
- Books, journals, subscriptions and your professional library expenses

- Home office setup expenses such as depreciation on purchase of equipment e.g. computer, telephone, fax and furniture. Details of home office running expenses such as heating, cooling, lighting and cleaning
- Home office 4 week diary to substantiate cents per hour claim
- Computer expenses including internet costs, hardware, software and percentage used for work

INVESTMENT RELATED EXPENSES

- Motor vehicle expenses for investment related travel including investment related kms travelled
- Telephone accounts for investment related calls
- Seminar and course fees and travel for investment seminar, conferences and conventions
- Interest paid and fees charged on money borrowed for investments
- Bank fees incurred on investment related activities and accounts

GENERAL EXPENSES

- Donations to registered charities for \$2 or more
- Tax preparation fees including travel to your tax agent
- Income protection insurance if paid by you (we need end of year summary letter)
- Tax deductible contributions into superannuation
- Any personal contributions into superannuation

2018 TAX RETURN TRADITIONAL CHECKLIST



TAX OFFSETS & REBATES

- Private health insurance annual tax statement
- Dependant rebates (if you have dependants including spouse, children, and parents or parents in law, please provide their details including name, date of birth and their income. Please confirm if you are in receipt of Family Tax Benefits)
- Zone rebate if you lived in a remote area during the year, the number of days and where you resided
- Medical expenses for Disability Aids, Aged Care or Attendant Care if expenses are above \$2,333
- HELP debt statement
- Spouse income (if Ascent is not doing)
- Spouse Super Contribution

TRADITIONAL CHECKLIST

Business Entity name:

Partnership Company Trust Sole Trader

ABN: _____ TFN: _____

Are you GST Registered? Yes No

- Working back up of your bookkeeping data base
- The relevant printed reports from your data base
- PAYG Payment Summaries & ATO PAYG Payment Summary Statement if you have employees
- Business Activity Statements & Instalment Statements
- At least the 30th June 2018 business bank account statement
- Telephone logbooks kept during the year
- Motor Vehicle logbooks kept during the year
- Statements/details for any business related loans and Hire Purchases/Chattel Mortgages
- Details of any business assets purchased or sold

RENTAL PROPERTY

- Total rental income earned including bond money retained due to damage or in place of rent and insurance payouts (If using agent please provide agent reports)
- All rental expenses
- If the property has more than 1 owner, the percentage of your share
- Tax depreciation schedule (deductions for decline in value of depreciating assets, capital works deductions)
- If you purchased rental during the year, we require:
 - Offer & Acceptance
 - Settlement statement
 - Bank loan setup fees
- Loan statements 1/7 - 30/6

HOME OFFICE

Do you use a home study/office to conduct the business? Yes No

If so, on an area basis, what is the proportion of the home study in relation to the whole home?

-
- Please provide an estimate (%) of the private use on the home telephone expenses: _____ %
 - Please provide an estimate (%) of the private use on the Mobile telephone expenses: _____ %
 - Please provide an estimate (%) of the private use on the internet expenses: _____ %

2018 TAX RETURN TRADITIONAL CHECKLIST



MOTOR VEHICLES

- Please supply details of Motor Vehicles used for business purposes:

MOTOR VEHICLE 1, Make/Model:

Has a logbook been kept for 3 months?

Yes No

- Please estimate total kilometres travelled on business trips:
-

- We require the total number of kilometres travelled by the vehicle for the whole year
-

MOTOR VEHICLE 2, Make/Model:

Has a logbook been kept for 3 months?

Yes No

- Please estimate total kilometres travelled on business trips:
-

- We require the total number of kilometres travelled by the vehicle for the whole year

- Was a motor vehicle purchased/sold/traded-in during the year? (If so, we require documents)

- Do you provide any business vehicles to Employees for private use or to take home?

Yes No

GENERAL

- Have any business assets been purchased or sold during the year? (Documents required)
We require the purchase tax invoice and indicate whether the asset is new or second hand

- Has superannuation been correctly paid on employee wages?

Yes No N/A

- Do you have any stock on hand at 30th June 2018?

Yes No

- Enclosed all Motor Vehicle and Equipment loan paperwork

Yes No

ELECTRONIC FUNDS TRANSFER

Electronic Funds transfer – all tax refunds will only be paid by the ATO electronically and therefore we will require your bank account name, BSB and account number to process any tax refunds.

ACCOUNT NAME:

BSB:

ACCOUNT NUMBER:



Unit 5/38 Mason Street Cannington, WA 6107

PO Box 356, Cannington, WA 6987

telephone (08) 9356 8033

facsimile (08) 9356 8044

email info@ascentwa.com.au

www.ascentwa.com.au



Ascent Business Directions (WA) Pty Ltd Certified Practising Accountants