



# 2018 TAX RETURN IBO CHECKLIST



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

- Gross salary, wages, earnings, allowances, benefits, tips and directors' fees
- Any ABN income (if so, need ABN, type of work completed and any GST charged)
- Lump sum and termination payments
- Government and Centrelink payments including pensions and allowances
- Annuities or other pensions such as account based pensions
- Interest earned on any bank accounts including ATO refund interest
- Dividends received or reinvested including any franking credits attached
- Distributions from partnerships and trusts including managed funds
- 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)
- Rent received from investment properties (complete attached Rental Property Checklist)
- Details of any foreign source income
- Details of any employee shares received
- Details of any Buy/Sells of Cryptocurrency ie Bitcoin, Ethereum, Ripple etc

# 2018 TAX RETURN IBO 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 unclaimed work related travel expenses such as taxi's, public transport and 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 IBO 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 spent time 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

## IBO 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
- Monthly Amway Bonus Statements
- Monthly Amway Downline Statements: Orders & Returns, and Tax Invoice (Printed from -online IBO account)
- 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
- Require the Amway Instalment Plan statement (if assets were purchased on a plan)

## 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 IBO business? Yes  No
- If yes, 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 IBO 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:

\_\_\_\_\_

- MOTOR VEHICLE 2, Make/Model:**

\_\_\_\_\_

Has a logbook been kept for 3 months?

Yes  No

- Please estimate total kilometres travelled on business trips:

\_\_\_\_\_

## 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:**

## EQUIPMENT PURCHASES

- Have you purchased any major demo assets on the direct debit plan? (If, so please supply statements)
- Have you accurately split-up products that were purchased for demo/group/personal?  
Yes  No
- Please provide an estimate of the cost of closing stock on hand at 30/06/18 (If any?)
- Have any business assets been purchased or sold during the year? (Documents required)  
Yes  No

## GENERAL

- Have you purchased any major demo assets on the direct debit plan? (If, so please supply statements)
- Does your business qualify under the Tax Administration Position? (Bonus levels)  
Yes  No  Unsure
- How many years have you claimed IBO business Have \_\_\_\_\_  
you had at least 6 months at 6%
- Yes  No



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