

Note: If ThinkWiser have not prepared your return previously, please attach a full copy of your previous year's tax return and any other relevant information from previous years.

PERSONAL DETAILS		
Name:	Occupation:	
Phone No:	Mobile:	
Your Tax File Number:	Your Date of Birth:	
Email Address:		
Home Address:		
Postal Address:		
Full Name of Spouse:	Spouses Date of Birth:	
Date of Marriage (if married during the year):	Spouse Taxable Income 2018:	
<i>If ThinkWiser is not preparing your partners tax return, please provide us with their taxable income</i>		
Your Bank Account Details (to receive any tax refund electronically)		
BSB (Must be 6 digits)	Account Number	Account Name

INCOMEDetails

1. PAYG Payment Summaries (including Eligible termination payment, pensions & Centrelink etc) Yes No

Number of summaries Received: _____

We should be able to source this information from the tax office

2. Other Salary Income (includes any directors' fees, commissions, tips etc.)

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3. Interest (money received on your bank accounts).

(if you have provided your TFN to the bank, you don't need to provide the interest in

Name of Bank	Account No.	Total Interest	Joint account		TFN withholding tax
			Yes	No	

4. Dividends

Please provide copies of dividend statements of income received. Also note that if on the dividend reinvestment plan (DRP) which means you don't physically receive dividends (the company uses that money to buy you more shares) that is still income and must go into your tax return.

Name of Shares	Amount Received

INCOME DETAILS

5. Trusts Distributions and Partnership Income (i.e. examples of trusts are public funds or unlisted/family trusts). Name of trust or partnership – Please provide documents including yearend Tax Statements to show income from the funds you list.

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6. Capital Gain – Did you sell any assets such as shares or property which were acquired after 20 September 1985? If yes, then please attach documentation of when it was purchased, its cost, and any documents relating to its sale or the funds received.

Applicable? Yes No

8. Rental Income – Did you receive any rental income? Yes No
If yes, please complete the schedule on page number 7.

9. Foreign Income

Did you receive foreign income/salary? – please attach all relevant documentation. Yes No

Did you receive any Foreign Dividends? If yes, please provide statements. Yes No

10. Do you have any business income? Yes No if yes, please complete the business schedule on page number 9

11. Any Other Income (Any other income you received in the financial year which doesn't fit into any of the above categories – please provide details.

DEDUCTION DETAILS

Please ensure you are able to substantiate all claims.

1. Motor Vehicle – Were you required to use your own car for business/work purposes during the year? Yes No

If yes, then please provide information for either (a) or (b) below.

(a) Log Book Method: What is the business % use per your logbook? _____
You must keep a logbook for a minimum of period of 12 continuous weeks and it must be less than 5 years old. Ensure you have **all** expense receipts.

Please provide details of all expenses you incurred over the financial year under the following categories:

Expense Type	Amount
Fuel (please keep all receipts)	
Insurance	
Registration	
Services/Repairs/Tyres	
Loan Interest or lease payments (if applicable) – if you have hire purchase or lease please attach the paperwork	
Other – please specify:	

Date of Purchase of Vehicle. _____

Cost of Vehicle: _____

(b) Cents per kilometer method: How many business kilometres did you travel during the year (up to 5000 kms) Kilometres? Please ensure you can justify your claim with explanatory diary records:

2. Work Related Travel Expenses

1a. Please detail local travel for work purposes i.e. taxis, public transport, tolls and parking, car hire fees.

2b. International / interstate / interstate trips for work purposes i.e. airfares, accommodation, meals and incidentals, taxi fares, visa application fees. *Please note:* You must keep a travel log book for trips of 6 or more consecutive nights.

3. Work Uniform

Do you wear a logo uniform or require protective clothing? Yes No

If yes, please provide the costs associated with purchasing and maintaining the uniform, e.g. laundry (up to \$150 without receipts, but with justification) cost of protective clothing such as work boots, sunscreen, hats, eye protection. **You must have all receipts.**

4. Donations

Yes No

Name of Body

Amount

Name of Body	Amount

5. Tax Agent Fees (from previous year, 2018 FY): _____

6. Interest & Dividend Deductions

Description

Amount

Description	Amount
Interest on dividend or other investment income	
Cost of investment advisor	
Reference Materials	
Other – please specify:	

7. Other Work-Related Deductions – please provide details and ensure you have kept **all** receipts.

Please list any computer equipment or office furniture purchased during the year July 2018 – June 2019:

Description	Date of Purchase	Cost	Work-related %

Description	Business percentage	Amount
Diary, stationery, work materials		
Union Fees / Professional Body Memberships		
Mobile phone		
Tools and equipment (costing \$300 or less, only)		
Tools and equipment (costing more than \$300) Please attach all documents/receipts so we can depreciate.		
Seminars & short courses		
Income protection insurance (note: life insurance is not tax deductible)		
Subscriptions		
Software		
Internet		
Other		

DEDUCTION

8. Home Office Expenses

Do you work from home? Yes No

If yes, please complete the below

If you work as an **employee**, please provide the numbers of hours that you worked from home (you can claim home office at 45 cents per hour that you work from home. You must be able to provide a 4-week representative diary log in case of ATO review or Audit)

If your employer has not provided you with a work location and you mainly work from home and you have a designated area for work purposes, you can claim occupancy expenses)

If you run your **business** from home(**you should have a designated area in your house that is only used for earning activities**), then please provide following details:

Occupancy expenses		
House Area		0
Office Area		0
Claim %		#DIV/0!
Rent		
Electricity		
Rates (Council & Water)		
Mortgage Interest		
Gas		
Insurance		
Cleaning		
Security		
		\$ -

9. **Other** (Any costs that were directly related to your job – please provide details)

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10. **Self-education** Expenses include seminar costs, text books, stationery, student union fees, course fees (except HECS/HELP), depreciable items used for self-education purposes e.g. Computer, Reference library

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-
-
-

Please advise the connection between your course/ studies and your **current** employment

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TAX OFFSETS & REBATES

1. **Do you have private health insurance?**

Yes No

If yes, please provide us with a copy of the health fund statement.

2. **Superannuation – new rules**

(a) From 1 July 2017 individuals may claim a tax deduction for personal contributions made into super.

Did you make a super contribution into a complying superannuation fund between 01 July 2018 and 30 June 2019?

No

Yes

Amount contributed to super _____

Have you given a valid written notice in the approved form to your receiving super fund? Yes No

Has your receiving super fund provided you with a written acknowledgement of your notice? Yes No

(b) Have you made any personal, after-tax, contributions to your superannuation fund? If so you may be entitled to super co-contributions of up to \$500 (conditions apply). We do not require any information for your tax return as the process to claim this is automatic between the Australian Taxation Office and your superfund upon lodgment of your tax return.

Yes No

(c) Have you made superannuation contributions on behalf of your spouse?

Yes No

Property Details

PROPERTY 1 Address: _____ State: _____ Postcode: _____

Date property was acquired: _____ Acquisition cost: \$ _____

If property was sold during the year, date of sale: _____

Where ownership of the property is shared, please advise of the percentage entitlement:

Name:		

PROPERTY 2 Address: _____ State: _____ Postcode: _____

Date property was acquired: _____ Acquisition cost: \$ _____

If property was sold during the year, date of sale: _____

Where ownership of the property is shared, please advise of the percentage entitlement:

Name:		

PROPERTY 3 Address: _____ State: _____ Postcode: _____

Date property was acquired: _____ Acquisition cost: \$ _____

If property was sold during the year, date of sale: _____

Where ownership of the property is shared, please advise of the percentage entitlement:

Name:		

NB: if rental property is sold, please provide Settlement Statement for CGT calculation purposes

Rental Income

	PROPERTY 1	PROPERTY 2	PROPERTY 3
Rental Income			
Insurance Recoveries			
Other Rental Related Income			
Land Tax *****			
Legal Expenses			
Interest on loans			
Advertising			
Body Corporate Fees & Charges			
Borrowing Expenses			
Building Write Off*			
Cleaning			
Council Rates			
Depreciation*			
Gardening / Lawn Mowing			

Continued

Pest Control			
Property Agents Fees/Commission			
Quantity Surveyor Fees			
Repairs & Maintenance**			
Stationery, Telephone & Postage			
Stamp Duty (deductible only in Canberra ¹)			
Travel/Inspection Expenses***			
Water Charges			
Sundry Expenses (please provide details)			
Insurance			

* We will calculate the depreciation on the property based on the quantity surveyor report

** Please provide receipts so we can determine if they are in fact repairs/maintenance or capital items per the tax legislation. Please note that new restrictions have been imposed on depreciation claims.

*** Travel expenses incurred in respect of a residential rental property (e.g. travel related to inspecting or maintaining a rental property) are **no longer deductible as of 1 July 2017**.

**** Land tax- Land tax is a state tax levied on the owners of land in all states of Australia except for the Northern Territory. Each state has their own rules, rate of tax and exemption threshold. If you own land in various state, we advise you to contact all the relevant state tax offices for information on your obligations and entitlements.

Capital Expenses over \$300

Please list items including purchase date and to which property these expenses apply:

If new property, we require the following:

Statement of Adjustments on purchase	
Stamp Duty cost	Loan Establishment and other costs
Registration of Title Costs	Loan Statements
Legal fees on Purchase	Quantity Surveyor Report or List of Depreciable Assets

¹ Freehold title cannot be obtained for properties in the Australian Capital Territory (ACT). They are commonly acquired under a 99-year crown lease. Therefore, stamp duty, preparation and registration costs you incur on the lease of an ACT property are deductible to the extent that you use the property as a rental property

Thank you for completing our checklist. We will prepare your tax return based on the information you have provided to us. Upon receiving your information, we will contact you to discuss your tax return and to seek further information if necessary.

Business Schedule

Date Commenced:	<input style="width: 90%; height: 20px;" type="text"/>
Business Activity:	<input style="width: 90%; height: 20px;" type="text"/>
Business Address:	<input style="width: 90%; height: 20px;" type="text"/>
ABN Details	<input style="width: 90%; height: 20px;" type="text"/>
Registered for GST?	<input style="width: 90%; height: 20px;" type="text"/>
Amount Earned	<input style="width: 90%; height: 20px;" type="text"/>
Does this amount inc GST?	<input style="width: 90%; height: 20px;" type="text"/>

Expenses Related to this Business:

Description	Amount	Date

Do ALL these expenses include GST?

Do you have any primary production income? Yes No
 If yes, please provide details:

Primary production activity
 Address

Expenses Related to this primary production Business:

Description	Amount	Date

Have you received any income from forestry investments? Yes No
 if yes, please provide relevant paperwork

Have you paid any interest for forestry investments? Yes NO
 if yes, please provide relevant paperwork

Returning the Form

Please send the completed form
to info@thinkwiser.com.au