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TAX RETURN CHECKLIST

For year ended 30th June 2009

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Returns are not due for lodgement until May 2010, please advise:

- a. Is your Return required urgently (in peak period August - December there is a four to six week turnaround). Yes No (refer B below)
- b. If not required urgently, indicate period that would be suitable:
 9 – 15 weeks 16 – 24 weeks Anytime before Due Date

NB Where Morris Accounting have not prepared your return previously, please attach a fully copy of your previous years tax return and any other information.

NAME: _____ **OCCUPATION:** _____

PHONE NO. DAYTIME: _____ **AFTER HOURS:** _____

YOUR TAX FILE NO: _____ **YOUR DATE OF BIRTH:** _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

POSTAL ADDRESS: _____

NAMES OF DEPENDANT CHILDREN AND SPOUSE	DATE OF BIRTH
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_____	_____
_____	_____
_____	_____
_____	_____

Bank Account Details: BSB _____ Acc No _____ Name _____

Credit Card Details: No _____ Exp Date: ____/____/____

If you would like to take advantage of prepaying your accounting fees and receiving a 20% discount, please contact our office to arrange an invoice and to process payment.

INCOME:

1. **Group Certificates** (including pensions) Yes No

Number of certificates attached _____

2. **Other Salary income:** (includes any directors' fees, commissions etc.)

3. **Termination Payments** (if you received a lump sum termination please provide Eligible Termination Statement – ETP Statement)

Applicable Yes No

4. **Interest** (money received on your bank accounts)

Name of Bank	Account No.	Total Interest Received \$	TFN Withholding \$	Joint Account?

5. **Dividends**

Please provide copies of dividend statements of income received. Also note that if you are on the **dividend reinvestment plan (DRP)** which means you don't physically get the money to bank [the company uses that money to buy you more shares] that this is still income and must go in your return.

Name of Shares	# of Shares Held	Amount Received \$

6. **Trusts and Partnerships:** (i.e. example of trusts is BT funds, Merrill Lynch, AXA etc.). Name of trust or partnership – Please provide documents (including year end Tax Statements) to show income from the funds you list.

7. **Capital Gain:** Did you sell any assets such as shares or property which were acquired after 20 September 1985.

Applicable Yes No

If yes then please provide documentation of when it was purchased / cost and also documents on sale / funds received etc.

8. **Rental Income:** Please attach details of the rent received and all expenses in their separate categories. Please supply settlement sheets and purchase documents for property acquired after 1st July 2007. **Should you require the services of a Quantity Surveyor for a depreciation report please contact your client manager for a referral/form of the firm we use.**

List of rental properties, all information is attached for each:-

9. **Any other income:** (Any income you received in the financial year which doesn't fit into any of the above categories - please provide details.)

DEDUCTIONS: Please ensure you are able to substantiate all claims, even if less than \$300. Refer to tax tips for more information.

1. **Motor Vehicle:** Did you use your own car for business / work purposes through the year:

Yes No

If yes then please provide one of the following:-

Log Book Method – Business % use (please ensure you keep a log book for a continuous period of 12 weeks)
Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

If you have a loan for the vehicle please provide details of the interest you paid over the year and the cost of the car, if you have a hire purchase please provide a copy of the purchase contract.

If you had a lease for your vehicle please provide figures of your lease payments.

Kilometres Method: You haven't kept a log book but use your car for work. Let us know how many kilometres you would have travelled for work. The maximum the tax office allows you to claim is 5000 kilometres.

Kilometres: _____

Car Engine Size: (in litres i.e. 1.6 litres): _____

1/3rd Business Use/12% Method: Did you travel more than 5,000 business kilometres during the year [but you have not kept a log book]?

Yes No

If yes, please contact your client manager to discuss the other options available.

2. **Work Uniform:** Do you have to wear a logo uniform or protective clothing?

Yes No

If yes were you out of pocket through the year for purchasing any new items (if so please provide details).

3. **Other Work Related Deductions:-**

Diary / stationary / work materials _____

Union fees / professional bodies _____

Sickness & accident insurance / income protection _____

Donations / school building fund _____

Seminar costs or self education _____

4. **Home Office Expenses:** Do you work from home?

Yes No

If yes please complete the table below. Please include total rent, electricity etc for your home. We will include a portion of these expenses on your tax return. In order to ascertain which portion we should use please answer the questions below:

	Business	Total House
Number and description of rooms used		
Area in square metres		
Electricity (per qtr)	Home Interest	
Rent	Rates paid	
Home Insurance	Body Corp	
Home Phone	Internet	
Subscriptions to publications, organisations		
Computer and office equipment		
Furniture in home office		
Any repairs and maintenance		
Any other expenses that may be eligible? Eg files,cabinets, desk lamp, printing materials etc:		

5. **Other:** (Any costs you incurred that were directly related to your job). Please provide details.

Note: If you have attended University now or in the past and are paying off your fees through HECS/HELP then please provide us with your HECS/HELP statement to include in your return.

TAX OFFSETS / REBATES:-

1) **Private Health Insurance:-**

Do you have private health insurance Yes No

If yes please provide us with copy of the health fund statement they send you after the end of the financial year, this will tell us if you are entitled to a rebate.

2) **Spouse**

- Did you have a spouse for the full financial year Yes No
- Is your spouse dependant (earns less than \$6000) Yes No
- Does your spouse receive any benefits from Centrelink Yes No

Details of benefits

3) **Superannuation:**

- a) Are you self employed, if yes please provide details of contributions you made to your superannuation for the financial year.

- b) Have you made any personal contributions to your superannuation fund? If so you may be entitled to super co-contributions (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 lodgement of your tax return.

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

- 4) **Medical Expenses:** You may be entitled to a rebate if your out of pocket expenses on medical exceeds \$1500.00. (This means if you are in a private health fund, the portion of which you don't get money back.) (Medical Expenses cannot include any cosmetics)

If the total medical expenses exceed \$1500.00 you are entitled to a 20% rebate on the amount over the \$1500.00 threshold.

Please provide a summarised total of your expenses (the out of pocket amounts only).

5) **Child Education :**

- a) Have you incurred costs during 1 July **2008** to 30 June **2009** for costs of sending your children to school? Ie Laptops, Books, Stationery, etc

Yes No

