

INFORMATION REQUIRED FOR TAX RETURN PREPARATION

For year ended 30th June 2011

In peak period July to December there is a **6 to 8 week** turnaround. **Is your Return required urgently (that is sooner than 6 to 8 weeks)?**

Yes

No

If Yes, one of the MBA Team will call you to discuss your needs.

NAME:	_____	D.O.B	_____
ADDRESS:	_____ _____ _____	OCCUPATION:	_____ _____
PHONE NO. DAYTIME:	_____	AFTER HOURS:	_____
EMAIL ADDRESS:	_____		
SPOUSE NAME:	_____	D.O.B	_____
NAMES OF DEPENDANT CHILDREN	_____	D.O.B	_____
	_____		_____
	_____		_____

INCOME:

1. **PAYG Payment Summaries:** (Group Certificates) (including Centrelink benefits, pension payments, etc.)

Yes No

Number of certificates attached _____

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

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3. **Termination Payments:** (If you received a lump sum termination, please provide the Eligible Termination Statement – ETP Statement)

Applicable

Yes

No

4. **Interest:** (Attach a separate page if necessary.)

(money received on your bank accounts, term deposits, etc). Note: You must ensure you include interest details for accounts closed during the financial year as well. (Attach a separate page if necessary.)

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

5. **Dividends:** (Attach a separate page if necessary.)

Please provide copies of dividend statements of income received. Please note: If you are on a **dividend reinvestment plan (DRP)**, which means you don't physically get the money in your bank, rather the money is used to reinvest in more shares, it is still income and must go in your return.

Name of Shares	# of Shares Held	Amount Received \$			
		Fully Franked	Unfranked	Imputations	TFN Withholding

Warning: You must ensure you provide all interest and dividend details to us as the ATO can “data match” these items electronically.

6. **Trusts and Partnerships:** (Trusts include Managed funds like BT Funds, Merrill Lynch, AXA etc.). Name of trust or partnership – Please provide annual taxation and capital gains statements to show income from the funds you list or other proof of trust/partnership income.

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

Applicable: Yes No

If yes, then please provide documentation showing:

- When it was purchased and costs of purchase Yes No
- Documents on sale/funds received/costs of sale Yes No

8. **Rental Income:** Please attach details of the amount of rent received and all expenses in their separate categories. If you acquired property after 1st July 2007, please supply settlement statements and purchase contract, finance documents etc,

Please list all rental properties and attach information for each:-

*For more information, please call and request an MBA Rental Property Tax Guide and/or Income & Expense Summary template.

9. **Business Income:** Please use our 2011 Tax Checklist for Business Owners to gather all the required information. If you need a copy of this checklist please call our office on (03) 5970 8100 to arrange for one to be sent to you or refer to our website www.mbabusinesssolutions.com.au
10. **Any other income:** Please provide details of any income you received in the financial year that does not fit into any of the above categories. This includes documents relating to any employee share schemes you may have participated in during the year.

DEDUCTIONS: Please ensure you are able to substantiate all claims, even if less than \$300 in total.

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 relevant 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.

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Do you have a loan for the vehicle? Yes No

If Yes please provide:

- details of the interest you paid over the year _____

- the cost of the car _____

Do you lease the motor vehicle? Yes No

If Yes please provide figures of your lease payments _____

(refer below re: documentation).

For all new leases, hire purchases and chattel mortgages, please provide finance documents and purchase contract for the vehicle/equipment. Documents Enclosed

Kilometres Method: You use your car for work, but have not kept a logbook.

Let us know how many kilometres you would have travelled for work that you can substantiate by other means (eg. Diary entries). The maximum the tax office allows you to claim is 5000 kilometres.

Kilometres:

Car Engine Size: (in litres e.g. 1.6 litres):

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

Yes No

Did you purchase any new items that were not reimbursed to you by your employer? (If so, please provide description of items and the associated costs).

3. **Other Work Related Deductions:-** Provide details and amounts

Diary / stationery / work materials _____

Union fees / professional bodies _____

Sickness & accident insurance / income protection _____

Donations / school building fund _____

Seminar costs or self education courses _____

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Travel / parking / tolls / airfares / accommodation _____

Mobile phone/telephone/internet (all must be apportioned for private use) _____

Tax agents fees (if other than MBA) _____

Home office: Method 1. Utilities Paid Total Business Useage %

OR

Home office: Method 2. Number of hours per week working from home
Number of weeks for the year applicable

4. **Superannuation:** Are you self-employed? If yes, please provide:

- a copy of the annual tax deductibility form provided to you by your super fund
- details of your superannuation fund
- details of contributions you made to your superannuation for the financial year

Please note: You cannot claim a tax deduction for super contributions unless you have completed the above mentioned tax deductibility form and forwarded it to your super fund.

5. **Other:** (Any other costs not listed above that you incurred that were directly related to your job). Please provide details and amounts.

REBATES/TAX OFFSETS:

1. Private Health Insurance

Do you have private health insurance? Yes No

If yes, please provide us with copies of any health fund statements your health fund(s) sent you after the end of the financial year. This will tell us if you are entitled to a rebate.

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2. Spouse:

- Did you have a spouse for the full financial year? Yes No
- Did your spouse receive income during the financial year? Yes No

Details of income:

Does your spouse receive any benefits from Centrelink? Yes No

Details of benefits:

3. **Medical Expenses:** You may be entitled to a rebate if your out of pocket expenses for medical exceeds \$2000. (This means, if you are in a private health fund, the portion of expenses for which you are not reimbursed.)

If the total medical expenses exceed \$2000, you are entitled to a 20% rebate on the amount over the \$2000 threshold.

Note: you can obtain an annual statement from Medicare, Private Health Funds and/or your pharmacy if you pay on account, to assist you with this process.

Please provide a detailed breakdown of your of your expenses (the out of pocket amounts only). Attach a separate page as needed or ask us for a template

Description of expense	Out of Pocket Amount	To whom the expenses relates

4. **Superannuation:** Have you made any contributions to a superannuation fund on behalf of your spouse?

Yes No

If yes, you could be entitled to a rebate if the total of your spouse's assessable income and reportable fringe benefits is under \$13,800.

If your spouse's total income was under \$13,800 please provide details of any contributions paid.

OTHER INFORMATION REQUIRED:

1. **HELP:** If you have attended University, now or in the past and are paying off your fees through HELP, SFSS, or a similar scheme, please provide us with your statements to include in your return.

2. **Family Tax Benefit:** Have you received Family Tax Benefit from Centrelink during the year?

Yes No

3. **Other:** Please include details of any other information you feel may be relevant to the preparation of your tax return, including the total amount paid for child support during the year (if applicable).

4. **Education Tax Offset:** Do you have school aged children and receive Family Tax Benefit Part A? If so, please provide the following information:

- A breakdown of all expenses relating to your child's schooling
 - The name of the parent registered for Family Tax Benefit
 - The year levels of all children who attended school during the 2011 financial year
 - If you have joint custody, the percentage of time you have care of each school aged child.
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