mba businesssolutions

INFORMATION REQUIRED FOR TAX RETURN PREPARATION

For year ended 30th June 2009

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.)

____

____

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.

mba businesssolutions

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 2009 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.

    ____

    ____

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.

   ____

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 ____________________

☐ 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.

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 $1500. (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 $1500, you are entitled to a 20% rebate on the amount over the $1500 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.

____

____

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 2009 financial year
- If you have joint custody, the percdentage of time you have care of each school aged child.

____

____

____