Norman Wicks & Co
CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

How you can help reduce your accounting fees?

Provide all the relevant information.
Refer to checklist below for assistance.

2009 Individual Tax Return Checklist

The checklist below is for information required to effectively complete this year's taxation.

Relevant Information:

- Any Change of Address, Other Personal Details or Any Change of Family Situation and additions to family.
- Please assist us in keeping our data up to date by providing your **Email Address**

Changed Name	
Changed Address:	
Changed Phone No's	
Email Address	

Health:

- Copy of Private Health Insurance Statement, Summary of family medical expenses paid during the year if in excess of $1,500 (Statement available from medicare and your health fund, chemists can provide a list of scripts for tax purposes).
- Spouse /Children details including tax file number and taxable income

	Name	Tax File Number	Income for Year	Date of Birth
Spouse				
Children/Dependants				

Electronic Funds Transfer (EFT)
If you will require Electronic Funds Transfer (EFT) of your tax refund please provide information as listed:

BSB Number	Account Number	Account Name

Superannuation:
Personal – Statement of contributions to your personal superannuation fund
Spouse – A rebate is available for superannuation contributions made on behalf of a low-income spouse. Please provide a statement of contributions paid to a complying fund.

Will/ Insurance Policies:
Are they up to date ? Where are they stored ?

Income:
Income from all sources is treated as assessable income (unless it is specifically treated as exempt income), it must be declared in your income tax return.

Please attach the following income information:-

- Original and copy of each PAYG Payment Summaries, Any original and copy of Eligible Termination Payment Summaries (ETPs), Australian Governement and or Foreign Allowances, Payments, Pensions, Super Income Streams & Annuities, cash and casual payments, Personal Services Income.
- Details of Interest Earned from or including bank name and bank account number
- Information regarding bonuses from life insurance policy or friendly society insurance companies.

Bank	Bank Account Name / Number / Other	Interest Received

Investment Income

- Copy of **'Investment House'** (i.e. Wilson HTM) reports showing income and investment held as at 30 June 2009. Copy of financial transaction Report from Commsec.
- Copies of Dividend statements including dividends reinvested
- Copies of Annual Taxation Statements from partnerships and trusts including monthly and or quarterly distributions received and reinvested (these may not be available until August/September)
- Details of any Foreign Source Income-for example, foreign pensions and investments.
- Details of any Other Income

Rental Property Income:
If property was acquired during the year please provide copies of legal documentation relating to the purchase including the contract and settlement statement giving full details of the cost price and any borrowings used to purchase or refinance the property.

New Property

Address of Property	
Date property acquired	
Period property rented	
Full details of additions or alterations made during the year	
Ownership – list owners and % of ownership	

Financing and Refinancing for Investments

If you have refinanced by combining private with income producing investment the interest and borrowing costs will have to be apportioned. Please provide full details including a copy of your loan settlement statement. Plus copies of loan bank statements for the full financial year.

- Real-estate annual statements listing details of Rental Income producing include details of rent received and any expenses incurred such as rates, body corporate fees, repairs and maintenance, insurance, interest on income producing loan, etc.
- Copies of tax invoices for any improvements and alterations
- Details of period used for private use
- Copies of loan bank statements for the full financial year.

Capital Gains:
Income tax applies to net capital gains made upon the disposal of assets acquired (or deemed to have been acquired) after 19 September 1985. Please forward copies of records relating to the acquisition and disposal of assets.

- Details of Income Received from Sale of Shares, Property
- A copy of the Contracts, Settlement Statements for the purchase and sale of any items sold in 2009 financial year.
- Copy of Tax Invoice for Agent's Fees, Legal Fees, and Stamp Duty details.
- Copies of capital expenditure in preparation for sale

Taxable Capital Gain 2009

Type of Asset	
Date of Purchase (Contract Date)	
Purchase Cost	$
Date of Sale (Contract Date)	
Consideration received for the disposal	$
Acquisition or disposal costs	$ Date:

Expenses:
We need to calculate your allowable deductions.
All claims exceeding $300 will require written evidence of expenditure (Such as a receipts or invoices).

Please attach the following expenses information:-

- Work-Related Motor Vehicle Expenses- Make, Model, Rego no. Have you purchase a new motor vehicle? If so, please supply a copy of the tax invoice and any associated finance contract. Number of Work Kilometres Traveled. Have you provided a copy of a log book?
  Details of expenses incurred including fuel, registration, insurance, RACQ, repairs and maintenance and any other expenses.

Make of Vehicle	Model of Vehicle	Engine size cc.	Business Kilometres

- Work-Related Travel Expenses-for example, travel diary, parking and taxis (not to and from work).
- Work-Related Compulsory Uniform, Dry Cleaning and Laundry Expenses
- Work-Related Self-Education Expenses- details of course, fees paid (if not on HECS/FICS), student union fees, parking, stationery, photocopying, computer expenses, texts/manuals, travel expenses. Explanation of how the study relates to your current employment. (note the first $250 may not be an allowable deduction).
- Other Work-Related Expenses- union fees, seminars/conferences, home office expenses, telephone, professional subscriptions/memberships, stationery, etc.
- Sickness & accident insurance premiums
- Non-employer superannuation contributions - details such as amount of contributions made, fund name, account number.
- Interest & Dividend Deductions-for example, interest paid on loans for investments.
- Tax Agent's Fees Paid During the Year
- Any Other Deductions
- Donations to charitable organization or school building funds. (You cannot claim a deduction if you receive anything in exchange for the donation).

Tax Rebates:
Please attach the following rebate information:-

- **Education Tax Refund**: ETR directly relates to education for each child in primary or secondary school e.g. computer expenses; internet; school textbooks & stationery; any tools of trade for school-base apprenticeships.
  Items not eligible: school fees; uniforms; tutoring costs; sport or musical expenses and or library book fees and any other general school expenses.
- Details of family tax payment rebate
- Zone or Overseas Forces Rebate-please provide destinations and dates for each destination.

If you require further assistance with the above checklist please contact Margaret or Sue.

Please contact Sue or Anna to make an appointment to see Margaret or post the above information to PO Box 500 Toowong 4066.