

END OF FINANCIAL YEAR CHECKLIST 2011 *for Individual Clients*

Dear Valued Client

Please use this checklist to assist us in gathering information for your Income Tax Return. The checklist outlines the key documents and information that we require.

**Tick when
complete:**

◆ Income – Please provide evidence

Salary or wages (PAYG Payment summaries)	<input type="checkbox"/>
Allowances, earnings, tips, directors fees etc	<input type="checkbox"/>
Lump sum payments & Employment termination payments	<input type="checkbox"/>
Centrelink/Government allowance payments	<input type="checkbox"/>
Australian Government Pensions & allowances	<input type="checkbox"/>
Australian Annuities & Superannuation income streams	<input type="checkbox"/>
Australian Superannuation lump sum payments	<input type="checkbox"/>
Interest received	<input type="checkbox"/>
Dividends received	<input type="checkbox"/>
Rental property income	<input type="checkbox"/>
Income from partnerships, trusts and managed investments	<input type="checkbox"/>
Foreign income / foreign pension	<input type="checkbox"/>
Capital gains / losses made on the sale of property, shares, trusts etc	<input type="checkbox"/>
Business Income	<input type="checkbox"/>

◆ Deductions – Please provide evidence

Work related car expenses	<input type="checkbox"/>
Other work related travel expenses, parking, train travel, air travel, Tolls etc	<input type="checkbox"/>
Work related clothing/uniform expenses	<input type="checkbox"/>
Work related self education expenses	<input type="checkbox"/>
Other work related expenses (home office, telephone, stationary, subscriptions, union fees, etc)	<input type="checkbox"/>
Rental property expenses	<input type="checkbox"/>
Interest and dividend deductions	<input type="checkbox"/>
Donation to charities	<input type="checkbox"/>
Business expenditure	<input type="checkbox"/>

◆ Other Information

Private health insurance taxation statement	<input type="checkbox"/>
Out of pocket medical expenses if more than \$2,000	<input type="checkbox"/>
Spouse details and income if applicable	<input type="checkbox"/>
Number of dependent children	<input type="checkbox"/>

Income Protection Insurance

Education tax refund

Bank Acc Details – BSB & Account Number for ATO Chq Refund

Please return this checklist together with the required information with your appointment or alternatively post the documents to our office at your earliest convenience.

If we can assist you with any additional information, please do not hesitate to contact us. We will be happy to help. In addition, please write any other relevant information regarding your 2011 tax return in the space provided below.

If you want to make an appointment with one of our Accountants to complete your 2011 Income Tax Return please phone 03 8790 7700 and note the following times:

Clint Chaffey	Monday between 9am – 12pm & 2pm – 5pm
Angela Pollard	Monday & Tuesday 9am – 12pm
Robert Gauci	Tuesday 9am – 12pm & 2pm – 5pm
Michael Ball	Wednesday between 9am – 12pm & 2pm – 5pm
Michael Pollard	Thursday between 9am – 12pm & 2pm – 5pm
Angela Pollard	Wednesday 2pm – 5pm

*** Note: If you are unable to book in with the Accountant of your choice we will try to re-schedule your appointment to another day.**

Client notes: