



REFINED WEALTH

accounting | finance broking | financial planning | insurance

Tick the box beside the items that apply to you

Client Name:

Income

- Foreign sourced income
- Partnership distribution/s
- Personal services income
- Capital gains tax statements (details of assets sold)
- Lump sum payments (e.g. eligible termination)
- Superannuation pension payment summaries
- Trust distribution statements
- Tax statements from fund managers
- Interest income
- Share dividend statements
- Tax statements from financial advisors
- Payment summaries
- Main occupation/title:

Investment Property continued...

- Date when property was purchased
- Settlement statement/s
- Purchase/sale contracts
- Employment Related Deductions**
- Motor vehicle expenses:
 - a. Current log book percentage and
 - b. Running costs for the year or
 - c. Total work related km travelled
- Work-related travel expenses
- Work-related clothing/laundry
- Work-related telephone calls
- Subscriptions, union fees or professional memberships
- Do you work from home? If so, please provide average number of hours per week
- Books, journals or professional library expenses

Investment Property

- Rental income
- Land tax
- Cleaning and general maintenance expenses
- Water charges
- Borrowing expenses
- Capital costs
- Interest on loans
- Agent/advertising fees
- Gardening/lawn mowing fees
- Body corporate fees
- Details of when property was rented, including any rental or Agent's statements
- Council rates
- Insurance premiums paid
- Other Deductions**
- Superannuation (if self-employed)
- Gifts/donations to charity
- Deductible amount for pension/annuities
- Purchase or repair of equipment used for work
- Self-education expenses (e.g. books, computer costs, car expenses)
- Income protection premiums
- Finance statements on deductible borrowings

Individual Tax Return Checklist

Investment related items		Offsets	
Interest/fees on borrowing for investments	<input type="checkbox"/>	Superannuation pension rebates	<input type="checkbox"/>
Asset purchase/sale contracts and settlement statements	<input type="checkbox"/>	Private health insurance statement	<input type="checkbox"/>
Buy/sell statements	<input type="checkbox"/>	Medical receipts (if spent more than \$2,265)*	<input type="checkbox"/>

For new clients

Last year's tax return	<input type="checkbox"/>
Last year's accounting fees	<input type="checkbox"/>
Children's names and DOB	<input type="checkbox"/>

Bank account details (in case of refund)

Account Name:

BSB: _____ Account Number: _____

Additional Notes:

* Paid for medical expenses relating to disability aids, attendant care or aged care.