

Personal Details

Tax Year:

Same day service required (incurs a \$22 fee)  Yes  No

Full Name	
Email Address	
Address	
Occupation	
Date of Birth	
Tax File Number	
Medicare Number	
Address on Last Years Tax Return	
Daytime Phone Number	
Mobile Number	
Name of Spouse	
Bank Account Details:	
Bank	
BSB	
Account #	
Account Name	

## Checklist - I

## FIRST CHOICE ACCOUNTING

	Income - Did you receive...	√	Information to Provide
1	Salary & Wage Income		PAYG Payment Summaries
2	Allowances from your Employer (eg. Motor vehicle/meal)		PAYG Payment Summaries
3	Lump Sum Payments from your employer		PAYG Payment Summaries
4	Eligible Termination Payments (ETP's)		ETP Summary
5	Government Allowances (eg. Newstart, Youth Allow, Austudy)		PAYG Payment Summaries
6	Government Pensions (eg. Age Pension)		PAYG Payment Summaries
7	Other Pensions (eg. Superannuation Pension)		PAYG Payment Summaries
8	Australian Superannuation Lump Sum Payments		Details
9	Did you make any personal superannuation during the year and how much?		Details
10	Attributed PSI		Details
11	Interest		Summary or bank statements
12	Dividends		Summary or dividend statements
13	Employee Share Schemes		Details
14	Distributions from Partnerships or Trusts (managed funds)		Tax Statement from Fund/Partnership
15	PSI		Details
16	Business Income		Income & Expense Summary
17	Deferred non-commercial business losses		Primary / non-primary
18	Net Farm Management Deposits or Withdrawals		Details
19	Capital Gains (sale of shares, property etc)		Buy and Sell Contracts

**Checklist - I**

20	Foreign Income		Details
21	Rent		Income & Expense Summary
22	Bonuses		Details
23	Forestry MIS Income		Details
24	Any other Income		Details

## Checklist - I

## FIRST CHOICE ACCOUNTING

Deductions - Did you have any...		√	Information to Provide
D1	Work related car expenses		Work Kms or Log Book & expenses
D2	Work related travel expenses (flights, accommodation, meals etc)		Summary or Tax Invoices
D3	Uniform or occupational clothing expenses (incl. dry cleaning)		Summary or Tax Invoices
D4	Self Education expenses (courses of study etc)		Summary or Tax Invoices
D5	Other Work Related Expenses, such as;		
	Technical books, magazines & reference materials		Summary or Tax Invoices
	Home Office Expenses		Estimate of hours per week
	Telephone Expenses (Home and/or Mobile)		Amount or Tax Invoices and Work %
	Internet Costs		Amount or Tax Invoices and Work %
	Equipment Purchases (calculators, tools etc)		Summary or Tax Invoices
	Car Parking		Summary or Tax Invoices
	Union Fees		Summary or Tax Invoices
	Postage & Stationery Costs		Summary or Tax Invoices
	Sun Protection expenses (hats, sunscreen, sunglasses)		Summary or Tax Invoices
	Anything else		Summary or Tax Invoices
D7 D8	Interest or Dividend deductions (bank fees, financial advice)		Details
D9	Donations		Summary
D10	Tax return preparation fees		Summary or Tax Invoice
D11	Deductible amount of UPP (relevant to Superannuation Pension)		Advice from Fund
D12	Superannuation Contributions (generally only if self employed)		Details
D15	Income Protection Style Insurance costs		Summary or Tax Invoice

Other Information Required		√	Information to Provide
39	Details of private health cover if applicable		Details
40	Names and date of birth of any dependents		Details
41	Do you receive family tax benefits		Details
42	What was your spouse's taxable income for the year?		Summary
43	Do you have a HECS / HELP / SFSS Debt?		Advice

Tax Offsets - Did you have any...		√	Information to Provide
T1	Spouse Rebate (If no FTB and spouse income \$9,426 or less)		Details
T2	Senior Australians		N/A
T3	Pensioner		N/A
T5	Private health cover refundable offset		Health Fund Annual Statement
T6	Education Tax offset?		Child, Schooling and Expense Details
T7	Spouse Superannuation (Paid on behalf of spouse)		Details
T8	Were you living & working in a remote area for part of the year?		Town / Area and number of days
T9	Did you spend for than \$2,000 on medical expenses for the year?		Details
T13	Entrepreneurs Tax Offset		Business details
T14	Any Other Offsets Applicable?		Details

**Checklist - I****FIRST CHOICE ACCOUNTING**

<b>Other Information</b>	<b>Y/N</b>	<b>Action Required</b>
Do you have/need life insurance?		
Do you have a current will?		
What borrowings do you currently have?		Describe loan, what assets, repayments, interest/principal...
1.		
2.		
3.		
4.		
Would you like us to see if there are any alternative loans or finance options that may better suit your current circumstances?		Provide most recent loan statements.
Do you have/need a financial planner?		

**Checklist - I****FIRST CHOICE ACCOUNTING**

If you purchased or sold a rental property this year, please provide a copy of the settlement statement (on purchase and sale if you sold) by your solicitor/conveyance as well as any.

Rental Property Address	
Owned by (show owners names and % of ownership):	
Rental Income	\$
# weeks rented for during year	wks
Rental Expenses	\$
Advertising	
Body Corp Fee	
Borrowing Expenses	
Capital Works Deduction	
Cleaning	
Council rates	
Depreciation / Asset Additions	
Gardening/Lawn Mowing	
Insurance	
Interest on Loans	
Land Tax	
Legal Fees	
Pest Control	
Prop. Agent fees	
Repairs & Maintenance	
Stationery, Phone, Postage	
Water Charges	
Emergency Service Levy	
Travel Expenses	