



## Individual Tax Return Information Checklist For the Year Ended 30 June 2011

**Full Name:** \_\_\_\_\_

**Residential address:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
(Do not complete if same as residential)

**Phone:** Bus: \_\_\_\_\_ Home: \_\_\_\_\_ Mob: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Has your Marital Status Changed:** YES / NO

**Email Address:** \_\_\_\_\_

**New Quill Clients Only – Please provide:**

- Copy of last years Tax Return
- Copy of last years Notice of Assessment
- Last years Tax Return Fee \$ \_\_\_\_\_

Income	✓ or N/A
1. Please provide all PAYG Summaries, including Eligible Termination Payments, from employer(s), Centrelink, Pensions or Superannuation Funds.	
2. Please provide details of Interest Received from Bank Accounts.	
3. Please provide a copy of Annual Tax Statement for any Managed Fund Investments.	
4. Please provide details of any dividends received on shares held during the year.	
5. Please provide details of any assets sold during the year that may be subject to Capital Gains Tax. <i>For shares please provide buy and sell contracts. For property please provide copy of the <b>original purchase contract</b> and settlement statement together with sale contract and settlement statement.</i>	
6. Please provide details of income and expenses of any rental properties. Where possible please provide agent annual summaries. Please complete checklist on the below link: <a href="#">Rental Property Checklist 2011</a>	
7. Please provide details of any Tax-free government pensions you or your spouse received from Centrelink or Department of Veterans' Affairs.	
8. Please provide details of any income earned, derived or received from outside Australia (including gifts from relatives, foreign business investments and exempt foreign employment income) for you and your spouse.	
9. Please provide details of any Partnership or Trust distributions received for the financial year where Quill Group does not act as Tax Agent for the partnership/Trust.	
10. Please provide details of any Income or Discounts received from the involvement in Employee Share Schemes.	
11. Please provide details of any other income received which you believe may be assessable for tax purposes.	

Deductions		✓ or N/A
1.	Please give details of any work related Motor Vehicle expenses in relation to vehicles owned in your personal names. <i>If log book completed provide business % and expenses incurred. If no log book please provide business kilometres travelled during the year and the model/make and engine capacity of the vehicle.</i>	
2.	Please supply details of any work related travel incurred by you personally. <i>i.e. Train, Bus, Taxi and Air fares. Accommodation and meals etc.</i>	
3.	Please provide details of any Uniform, Laundry or Protective Clothing expenses connected with your work.	
4.	Please provide details of any Self Education Expenses incurred which have a connection to your current employment <i>i.e. University Fees, Text Books, etc.</i>	
5.	Please give details of any other work related expenses <i>i.e. Mobile Phone, Tools, Sun Protection, Union Fees, Home Office (Electricity &amp; Phone), Seminars, Subscriptions etc.</i>	
6.	Please provide details of any Donations made during the year.	
7.	Please provide details of any Sickness & Accident or Income Protection Insurance Policy Premiums paid.	
8.	Please provide details of any personal superannuation contributions made on your or your spouse's behalf.	
9.	<p><b>Education Tax Refund</b></p> <p>Please provide summary of education expense relating to your child/ children or partner for primary or secondary studies undertaken at school, home or TAFE. The ONLY eligible expenses are:</p> <ul style="list-style-type: none"> <li>• Laptops, home computers, repairs and associated running costs</li> <li>• Computer related equipment such as printers, USB, flashdrives and disability aids for students with special needs</li> <li>• Home internet connection, including establishment and maintenance</li> <li>• Computer software</li> <li>• Textbooks and other paper based learning materials including stationery</li> <li>• Tools of trade, tools required to complete a school-based apprenticeship.</li> </ul> <p>Please refer to the below link to see if you are eligible.  <a href="#">Education Tax Refund (ETR) – Information Sheet 2011</a></p>	
10.	Please provide details of any eligible personal super contributions made (for which you are not claiming a deduction) and wish to claim the Super co-contribution from the ATO.	

Tax Offsets																	
1.	<p>Please give details of Partner/Dependents:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 50%;">Full Name</th> <th style="width: 40%;">Date Of Birth</th> </tr> </thead> <tbody> <tr> <td>Spouse</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Dependents</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p><i>Where Quill Group does not prepare the Income Tax Return for your spouse, please provide us with their Taxable Income for the financial year</i></p>		Full Name	Date Of Birth	Spouse	_____	_____	Dependents	_____	_____		_____	_____		_____	_____	\$
	Full Name	Date Of Birth															
Spouse	_____	_____															
Dependents	_____	_____															
	_____	_____															
	_____	_____															

