

INDIVIDUAL TAX RETURN CHECKLIST FOR THE YEAR ENDED 30 JUNE 2016

PERSONAL DETAILS

Name	
Postal Address	
Home Address (if	
difference to postal)	
Phone	
Mobile	
Email Address	
Bank Account Details	BSB:
for refund	Account Number:
	Account Name:
Occupation	
Resident – full year? –	
if not indicate date	
became resident.	
Spouses 2016 Taxable	
Income if we don't	
prepare his/her return	
Childrens full names	
and dates of birth	
Medicare Card	
Number	

Instructions

The following checklist is a **guide** to ensure that we address all aspects of your financial affairs relating to your tax return for the year ended 30 June 2016.

- 1. Please check the boxes as they apply to you
- 2. Please attach the supporting documents requested under each question
- 3. Please sign the terms of engagement on page 2
- 4. Please send the completed checklist and supporting documents to us
- 5. If you are unsure of an answer, please indicate this with a "?" and we will contact you to discuss

Catalyst Financial Pty Ltd - Strategic Accountants

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Suite 5.01, 655 Pacific Highway, St Leonards NSW 2065

PO Box 333, St Leonards NSW 1590





TERMS OF ENGAGEMENT

OUR SERVICE

We will prepare and lodge your individual income tax return based on the information provided to us by you in this checklist as well as the data provided to us by the Australian Taxation Office.

SCOPE

Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that may come to our attention.

This engagement will be conducted in accordance with the relevant standards and ethical requirements of The Institute of Chartered Accountants in Australia.

Our services will be carried out for the taxpayer whose income tax return we are preparing. We disclaim any assumption of responsibility for any reliance on the income tax return to any person other than the taxpayer, and for any purpose other than for which it was prepared.

RELATIVE RESPONSIBILITIES

The conduct of this engagement in accordance with the standards and ethical requirements of The Institute of Chartered Accountants in Australia means that information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

Our files may, however, be subject to review as part of the quality control review program of The Institute of Chartered Accountants in Australia which monitors compliance with professional standards by its members. We advise you that by signing this letter you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

OUR FEES

Our fees are based on the following hourly rates exclusive of GST:

Director	\$350/hr
Senior Accountant	\$180/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Administrator	\$80/hr

Our minimum fee for the preparation and lodgment of an individual income tax return is \$400 plus GST.

Our fees are payable within 14 days of the invoice date.

SIGNATURE

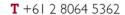
I agree to the terms of engagement above.





		Yes	No
INCOME			
1	Salaries and Wages Did you receive paid salary and wages during the year to 30 June 2016? (Amounts owing to you should not be included)		
	Have you attached your PAYG Payment Summary?		
2	Other income from working Did you receive other income not shown on your PAYG Payment Summary? (e.g. allowances, casual work etc) Have you attached copies of your records?		
3	Interest received Did you receive interest which was credited to your account/s or added to you investment during 2016? Have you attached copies of your 30 Jun 2016		
	bank statements showing year to date interest?		
4	Dividends Did you receive any dividends during 2016?		
	Have you attached your dividend statements and/or a spreadsheet summarizing the dividends?		
5	Rental Income Did you own rental properties available for rent during 2016?		
	Have you attached our investment property checklist?		

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		Yes	No
6	Capital Receipts		
	Have you sold any property, shares, managed		
	funds, or other investments during the year to 30		
	June 2016?		
	Have you attached the relevant documents – incl.		
	date acquired, date sold, purchase price, sell price,		
	brokerage?		
7	Self-employment business income		
	Have you received any income from self-		
	employment during the year to 30 June 2016?		
	Have you attached your cashbook, accounting data		
	file, or a breakdown of your income and expenses?		
	, , , , , , , , , , , , , , , , , , , ,		
8	Partnerships		,
	Did you receive profit shares from partnerships		
	during the year?		
	If we do not prepare the partnership tax returns,		
	have you attached copies of the partnership tax		
	returns?		
			_
9	Trusts and/or Managed Funds		
	Did you receive distributions from trusts and/ or		
	managed funds during the year?		
	If we do not prepare the trust tax returns, have		
	you attached copies of the returns?		
	, a manage to provide the prov		
	If this income is from a managed fund, have you		
	attached the managed funds annual tax		
	statements?		
10			
10	Employer Shares and Share Options		1
	Did you receive or exercise any share options		
	during the year? Did you receive any shares during the year?		
	Did you receive any snares during the years		
	Have you attached details thereof including the		
	documents/statements provided by your		
	employer?		
	• •		

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	Yes	No
Foreign Income & Foreign Investments		
Did you earn any income from investments or		
business interests outside Australia?		
Have you attached documents showing the		
income earned?		
Do you hold investments outside of Australia in		
excess of AU\$50,000?		
Other Income		
Have you received any other assessable income		
1 ' 2047 . 'C' 1 1 5		
during 2016 not specified above?	44	C
Please add any further information that will be helpful to us in a if you have purchased investments during the year, we can keep a Gain Tax planning in the future e.g. Date acquired, cost base e	capital details on file fo	r Capital
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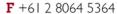


		Yes	No	
DEDUC activitie	CTIONS - in connection with income earning s			
13	Work related car expenses			
10	Did you have car expenses relating to your work as			
	an employee not reimbursed by your employer?			
	If Yes;			
	If < 5,000 kms traveled, please provide us with your			
	engine capacity, the kilometers driven, and the basis			
	for the calculation of these kilometers.			
	If > 5,000 kms travelled please provide us with			
	• the total actual expenditure incurred,			
	• the original value of your car,			
	 logbook showing 12 consecutive weeks 			
	usage – if maintained,			
	 odometer readings. (start & end of year) 			
14	Other work related expenses			
	Can you claim a deduction for any other expenses			
	incurred such as:			
	 travel (domestic & international), 			
	compulsory uniform or occupation specific			
	clothing,			
	• sun protection			
	• professional associations/union fees			
	 self-education expenses relating to your work that has not been reimbursed by 			
	your employer?			
	 any other expenses incurred in producing 			
	your income.			
	Have you attached your invoices and/or receipts			
	1 1			





and diary evidence if claiming overseas travel costs?





	ies	110
Can you claim Home Office expenses?		
Is part of your home used for income producing		
purposes i.e. you have a separate room setup as a		
home office (not part of another room)?		
		1
Do you run a business from home?		
Have you attached your home office expense		
summary including electricity, gas, telephone, costs		
and dates of home office equipment/furniture		
purchased		
II 1 1 1 C		Τ
How many hours per year do you work from your		
home office?		
Other expenses		
Do you have any expenses which you can claim as a		
deduction against your assessable income, such as		
Account keeping or management fees?		
Interest charged on money borrowed to		
purchase investments?		
 Donations to charities 		
Personal Superannuation contributions (not from amployed)		
from employer)		
Income protection insurance		
Have you included details of these expenses?		
Please add any further information that will be helpful to us in prepare	aring your return:	





Yes

No

TAX OFFSI	ETS (Rebates)	
17	Spouse Superannuation Contribution Tax Offset	
	 Did you make any superannuation contributions on behalf of your spouse? If yes, how much did you contribute? 	
	 Is your spouse's assessable income and total reportable fringe benefits less than \$13,800? 	
18	Dependent Invalid and Carer Tax Offset	
	Did you maintain an invalid dependent spouse, parent, child aged over 16, or sibling aged over 16 during the year ended 30 June 2016 and the dependent was receiving a disability support pension, special needs disability support pension, or an invalidity service pension?	
	Did the dependent have an adjusted taxable income less than \$10,634?	
19	Senior and Pensioners Tax Offset Eligibility: 65 years old or older at 30/6/16 and did not	
	receive the Australian government age pension	
	AND Combined Taxable income < \$83,580 if married, and <\$50,119 if not married	
20	Medicare Levy	
	 Did you and all your dependents, including your spouse, have private hospital cover with a health insurance fund throughout the year? 	
	• If yes to the above, have you attached your statement from your private health fund.	

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Family Tax Benefit

As of 1 July 2009, family tax benefit is no longer claimable through the tax system and all claims should be made directly through the Family Assistance Office. If you meet the following criteria you may be eligible:

- o You have dependant children up to 15 years or age; OR
- O Your children are between 16 and 19 years of age and full-time students; AND
- o Your family income is below these limits: AND/OR

Number of children 0- 12 years	Number of children 13-19 years					
	Nil One Two Three					
Nil		\$101,872	\$120,450	\$155,162		
One	\$101,872	\$113,260	\$147,971	\$184,307		
Two	\$109,427	\$140,781	\$177,117	\$213,452		
Three	\$133,590	\$169,926	\$206,262	\$242,598		

- The secondary income earner's assessable income is below \$27,467 AND
- The primary income earner's income is below \$100,000

If you are eligible for family tax benefit and are not registered for it, you can submit a lump sum claim form at the end of the financial year.

Child Care Rebate

Families who meet the following eligibility criteria are entitled to a 50% rebate on out of pocket child care costs up to \$7,500 per child.

- You used approved child care during the year
- You have been assessed as eligible for child care benefit
- You passed the child care benefit work/training/study test





	_	Yes	No
The purpos	PROTECTION se of this checklist is to determine if your personal wealth is protected – remember, you are your most important asset!		
23	Do you have income protection insurance and if so, how much cover do you have?		
24	Do you have life insurance and if so, how much cover do you have?		
25	Do you have critical illness insurance and if so, how much cover do you have?		
26	Do you have total & permanent disability insurance and if so, how much cover do you have?		
27	Do you pay for any of your insurance policies via superannuation?		
28	Does your will reflect your current wishes should something untoward happen?		



When did you last review your will?

29



Asset Value	Amount
	Owing

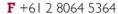
FINANCIAL POSITION (PERSONAL BALANCE SHEET)

It is important that we understand your personal financial position each year. Your answers to the following questions will provide us with the information required to determine if any advice is required.

30	What is the value of your home and what is the amount owing on the mortgage attached to your home?	
31	What is the value of any investment properties held by you, your spouse, or related entities and what is the amount owing on any loans attached to these properties?	
32	What is the value of your share/managed fund portfolio and what is the amount owing on any loans taken out to purchase this portfolio?	
33	Please list any other assets or liabilities?	
34	What is your current superannuation fund balance?	
35	Which superannuation fund is your super invested in and what is the current asset mix?	
36	When last did you review your property loans?	
37	What is your family's average monthly living cost?	

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Yes	No
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QUESTIONS FOR BUSINESS OWNERS

Your answers to these questions will enable us to identify other areas of your business that might require some attention.

38	When last did you review your business loans/facilities?	
39	Do you have a partnership or shareholders agreement in place in respect of a business in which you have a business partner (if applicable)?	
40	Do you have a banking relationship manager?	
41	What business banking facilities do you have?	
42	What process do you go through to renew your business	
⊤ ⊿	insurances each year?	



Outstanding Matters:

No.	Matter	Resolved

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