

## INDIVIDUAL TAX RETURN CHECKLIST YEAR ENDED 30 JUNE 2018

### Personal Details

<b>Name</b>																							
<b>Postal Address</b>																							
<b>Home Address</b> (if different to postal)																							
<b>Phone</b>																							
<b>Mobile</b>																							
<b>Email Address</b>																							
<b>Bank Account Details</b> (for possible refund)	BSB: Account Number: Account Name :																						
<b>Occupation</b>																							
<b>Were you an Australian tax resident for the full year?</b> (Contact us if you are not sure or if there was any change in your residency status during the year)																							
<b>Spouse Name</b>																							
<b>Spouse Details</b> (If we do not prepare their return)	TFN: Date of birth: 2018 Taxable income:																						
<b>Children's details</b>	<table border="1"> <thead> <tr> <th></th> <th>Full name</th> <th>Date of Birth</th> <th>TFN</th> </tr> </thead> <tbody> <tr> <td>Child 1:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Child 2:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Child 3:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Child 4:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Full name	Date of Birth	TFN	Child 1:				Child 2:				Child 3:				Child 4:			
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Child 1:																							
Child 2:																							
Child 3:																							
Child 4:																							

### 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 2018.

1. Tick the boxes as they apply to you.
2. Attach the supporting documents requested under each question.
3. Sign the terms of engagement on page 2.
4. 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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## 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 Chartered Accountants Australia and New Zealand.

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 Chartered Accountants Australia and New Zealand 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 Chartered Accountants Australia and New Zealand 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
Manager	\$250/hr
Senior Accountant	\$180/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Administrator	\$80/hr

Our minimum fee for the preparation and lodgement 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.

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## Income

Item	Detail	Yes	No	Documentation required
1	<b>Salaries and Wages</b> Did you receive paid salary and wages during the year to 30 June 2018? (Amounts owing to you should not be included).			<input type="checkbox"/> PAYG Payment Summary
2	<b>Other income from working</b> Did you receive other income not shown on your PAYG Payment Summary (eg. allowances, casual work etc.)?			<input type="checkbox"/> Relevant records
3	<b>Interest received</b> Did you receive interest which was credited to your account(s) or added to your investment during 2018?			<input type="checkbox"/> 30 June 2018 bank statement or investment statement showing year-to-date interest amount
4	<b>Dividends</b> Did you receive any dividends during 2018?			<input type="checkbox"/> Dividend statements; and/or <input type="checkbox"/> Spreadsheet summary
5	<b>Rental Income</b> Did you own rental properties available for rent during 2018?			<input type="checkbox"/> Completed Investment Property Checklist
6	<b>Capital Receipts</b> Have you sold any property, shares, managed funds, or other investments during 2018?			<input type="checkbox"/> Acquisition details (date, price, brokerage, other costs) <input type="checkbox"/> Sale details (date, price, other costs) <input type="checkbox"/> Any documents relevant to the purchase or sale
7	<b>Self-employment business income</b> Did you earn any income from self-employment during 2018?			As relevant: <input type="checkbox"/> Accounting data file <input type="checkbox"/> Cash book <input type="checkbox"/> Breakdown of income and expenses
8	<b>Partnerships</b> Did you receive any share of profit from partnerships during 2018?			If we do not prepare: <input type="checkbox"/> Copy of partnership tax return or distribution statement
9	<b>Trusts and/or Managed Funds</b> Did you receive distributions from trusts and/ or managed funds during the year?			If we do not prepare: <input type="checkbox"/> Copy of trust tax return or distribution statement. <input type="checkbox"/> Annual tax statement for managed funds.
10	<b>Employer Shares and Share Options</b> Did you receive any shares during 2018?  Did you receive or exercise any share options during 2018?			<input type="checkbox"/> Details of shares or options received or exercised. <input type="checkbox"/> Statements provided by your employer.

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Item	Detail	Yes	No	Documentation required
11	<b>Foreign Income &amp; Foreign Investments</b>  Did you earn any income the following interests outside Australia? <ul style="list-style-type: none"> <li>- Employment</li> <li>- Shares, units, managed funds or other investments</li> <li>- Rental properties</li> <li>- Business activities</li> </ul> Do you hold investments outside of Australia in excess of AU\$50,000?			<input type="checkbox"/> Relevant statements and documents <input type="checkbox"/> Rental income & expenses details
12	<b>Other Income</b> Have you received any other assessable income during 2018 not specified above?			<input type="checkbox"/> Relevant supporting documentation

### Deductions

Item	Detail	Yes	No	Documentation required
13	<b>Work-related car expenses</b> Did you have car expenses relating to your work as an employee that were <b>not reimbursed by your employer</b> ?  If yes: <ul style="list-style-type: none"> <li>• Do you wish to use the Cents per Km method?</li> <li>• Do you wish to use the Logbook method?</li> </ul> If you are not sure, please provide information for both methods (where available) and we will determine which method will give the best outcome.			<u>Cents per km</u> <input type="checkbox"/> Advise the number of work-related km driven during the year (estimate) <u>Logbook</u> <input type="checkbox"/> Details of all actual expenditure (petrol, rego, insurance, repairs etc) <input type="checkbox"/> Copy of your logbook (completed within last 5 years), or your logbook work-related %
14	<b>Other work-related expenses</b> Have you incurred the following expenses? <ul style="list-style-type: none"> <li>• Travel (domestic &amp; international) costs that have not been reimbursed</li> </ul>			<input type="checkbox"/> Receipts or summary of expenses <input type="checkbox"/> Travel diary (if travel was for 6 or more consecutive nights)
	<ul style="list-style-type: none"> <li>• Compulsory work uniform</li> </ul>			<input type="checkbox"/> Receipts or summary of expenses

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Item	Detail	Yes	No	Documentation required
	<ul style="list-style-type: none"> <li>Occupation specific clothing</li> </ul>			<input type="checkbox"/> Receipts or summary of expenses
	<ul style="list-style-type: none"> <li>Protective clothing relevant to your job (eg. sun protection, steel capped boots)</li> </ul>			<input type="checkbox"/> Receipts or summary of expenses
	<ul style="list-style-type: none"> <li>Professional associations / union fees</li> </ul>			<input type="checkbox"/> Receipts or summary of expenses
	<ul style="list-style-type: none"> <li>Self-education expenses relating to your work that have not been reimbursed (including courses, seminars, formal qualifications)</li> </ul>			<input type="checkbox"/> Receipt or invoice for course fees <input type="checkbox"/> Receipts or summary of costs related to undertaking the course (eg. text books, stationery, equipment used)
	<ul style="list-style-type: none"> <li>Mobile phone usage</li> </ul>			<input type="checkbox"/> Receipts or summary of bills <input type="checkbox"/> Estimate of the proportion of your usage that is work-related (cannot be 100% unless it is a separate line)
	<ul style="list-style-type: none"> <li>Internet usage</li> </ul>			<input type="checkbox"/> Receipts or summary of bills <input type="checkbox"/> Estimate of the proportion of your usage that is work-related (cannot be 100% unless it is a separate line)
	<ul style="list-style-type: none"> <li>Equipment or assets used for work (that have not been paid for, provided by or reimbursed by your employer)</li> </ul>			<input type="checkbox"/> Invoice / receipt and details of the asset purchased (including date, description and amount) <input type="checkbox"/> Estimate of the proportion of your usage that is work-related.
	<ul style="list-style-type: none"> <li>Any other expenses</li> </ul>			<input type="checkbox"/> Relevant supporting documents
15	<b>Home Office expenses</b>  Do you use part of your home in the process of earning your income as an employee?			<input type="checkbox"/> Number of hours you worked from home this year: _____ <input type="checkbox"/> Receipts/invoices or summary of... <u>All cases:</u> <ul style="list-style-type: none"> <li>– Electricity</li> <li>– Gas</li> <li>– Telephone &amp; internet</li> <li>– Furniture or equipment purchased (including date and \$)</li> </ul> <u>If a “place of business”:</u> <ul style="list-style-type: none"> <li>– Rent</li> <li>– Mortgage interest</li> <li>– Rates (council, water) &amp; Strata</li> </ul> We may also contact you for further information depending on your circumstances.
	Do you use part of your home in earning your business income as a sole trader?			
	Is the area you use a separate room that is dedicated solely as a home office?			
	If the area is not a separate room, is it a clearly identifiable space that is dedicated solely as a home office? (ie. a study nook, as opposed to working on your dining table)			
	If you are running a business from home: <ul style="list-style-type: none"> <li>Is the area clearly identifiable as a place of business? (ie signage etc)</li> <li>Do clients attend the office?</li> </ul>			

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Item	Detail	Yes	No	Documentation required
16	<b>Other expenses</b> Have you incurred the following expenses? <ul style="list-style-type: none"> <li>Account keeping fees relating to your investments</li> <li>Management or ongoing advisory fees paid to a financial advisor or investment manager.</li> <li>Interest charged on money borrowed to purchase investments</li> <li>Donations to charities</li> <li>Personal deductible superannuation contributions (not from employer)</li> <li>Income protection insurance</li> <li>Other (provide details)</li> </ul>			<input type="checkbox"/> Relevant document showing fees paid.  <input type="checkbox"/> Copy of invoice(s), annual management fee statement, or summary of management fees paid.  <input type="checkbox"/> Loan bank statements for the full year, or at 30 June showing total interest for the full financial year. <input type="checkbox"/> Advise if there were any new drawdowns on the loan during the year and what they relate to.  <input type="checkbox"/> Donation receipts and/or <input type="checkbox"/> Summary of donations, including who the donation was to, the date and amount of each donation.  <input type="checkbox"/> Completed Notice of Intention to claim a deduction form <input type="checkbox"/> Acknowledgement letter from your superfund  <input type="checkbox"/> 2018 statement or receipt showing deductible premiums  <input type="checkbox"/> Relevant supporting documents

### Tax offsets, Rebates and Reportable Items

Item	Detail	Yes	No	Documentation required
17	<b>Government Super Co-contribution</b> Did you make any contributions into super during the year for which you intend to receive the government co-contribution? If yes: <ul style="list-style-type: none"> <li>How much did you contribute?</li> <li>Did you claim a deduction for the contributions?</li> <li>Did you hold a temporary resident visa at any time during the year?</li> </ul>			

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Item	Detail	Yes	No	Documentation required
18	<b>Spouse Superannuation Contribution Tax Offset</b> Did you make any superannuation contributions on behalf of your spouse? If yes: <ul style="list-style-type: none"> <li>• How much did you contribute?</li> <li>• Is your spouse's assessable income plus total reportable fringe benefits less than \$40,000?</li> </ul>			
19	<b>Senior and Pensioners Tax Offset</b> Did you receive, or were you eligible to receive the Australian government age pension?  If you would have been eligible for the Australian government age pension had it not been for the application of the income test or assets test, do you satisfy any of the following: <ul style="list-style-type: none"> <li>• Have been an Australian resident for 10 or more years?</li> <li>• Arrived in Australia as a refugee or via another humanitarian program?</li> <li>• Receive a widow pension?</li> <li>• Are a veteran?</li> </ul>			We will contact you for further information as relevant to your circumstances.
20	<b>Invalid and Invalid Carer Tax Offset</b> Did you receive any of the following during the year: <ul style="list-style-type: none"> <li>• Disability support pension</li> <li>• Special needs disability support pension</li> <li>• Invalidity service pension (veterans)</li> </ul> Did you care for your child, spouse's child, or your sibling aged 16 years or older and either: <ul style="list-style-type: none"> <li>• Received a carer allowance or payment</li> <li>• Were wholly engaged in providing care to someone who received one of the above disability or invalidity pensions?</li> </ul>			We will contact you for further information as relevant to your circumstances.

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### Other Information

Please add any further information that will be helpful to us in preparing your return. For example, if you have purchased investments during the year, we can keep capital details on file for Capital Gain Tax planning in the future e.g. Date acquired, cost base expenses, deferred income etc


### Wealth Protection

The purpose of this checklist is to determine if your personal wealth is adequately protected – remember, you are your most important asset!

		Yes	No	Comments
21	Do you have income protection insurance and if so, how much cover do you have?			
22	Do you have life insurance and if so, how much cover do you have?			
23	Do you have critical illness insurance and if so, how much cover do you have?			
24	Do you have total & permanent disability insurance and if so, how much cover do you have?			
25	Do you pay for any of your insurance policies via superannuation?			
26	Does your will reflect your current wishes should something untoward happen?			
27	When did you last review your will?			

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### Financial Position

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.

		Asset Value	Debt Owning
28	What is the value of <b><u>your home</u></b> and what is the amount owing on the mortgage attached to your home?		
29	What is the value of any <b><u>investment properties</u></b> held by you, your spouse, or related entities and what is the amount owing on any loans attached to these properties?		
30	What is the value of your <b><u>share/managed fund portfolio</u></b> and what is the amount owing on any loans taken out to purchase this portfolio?		
31	What is your current <b><u>superannuation fund balance</u></b> ?		
32	Please list any <b><u>other</u></b> assets or liabilities:		

		Comments
33	Which superannuation fund is your super invested in and what is the current asset mix?	
34	When last did you review your property loans?	
35	What is your family's average monthly living cost?	

### Questions for Business Owners

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

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

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## Additional Information

### 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:

- You have dependent children up to 15 years or age; OR
- Your children are between 16 and 19 years of age and full-time students; AND
- Your family income (for the purpose of FTB Part A) is below these limits:
  - Income \$52,706 or less - You may receive the maximum rate of FTB;
  - Income between \$52,706 and \$94,316:

Number of children 0-12 years	Number of children 13-19 years or secondary student 16-19 years	
	Nil	One
Nil	N/A	\$76,066
One	\$68,894	\$92,254
Two	\$85,082	N/A

- Income over \$94,316:

Number of children 0-12 years	Number of children 13-19 years or secondary student 16-19 years			
	Nil	One	Two	Three
Nil		\$99,536	\$115,085	\$146,676
One	\$99,536	\$107,785	\$139,376	\$170,966
Two	\$104,755	\$132,076	\$163,666	\$195,257
Three	\$124,776	\$156,366	\$187,957	\$219,548

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.

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## Child Care Subsidy

The new Child Care Subsidy (“CCS”) commences on 2 July 2018. It will replace the current Child Care Benefit and Child Care Rebate.

The Government will contribute based on family’s combined income:

\$0 to \$66,958	85%
More than \$66,958 to below \$171,958	Between 85% and 50% (The percentage goes down by 1% for every \$3,000 of income your family earns).
\$171,958 to below \$251,248	50%
\$251,248 to below \$341,248	Between 50% and 20% (The percentage goes down by 1% for every \$3,000 of income your family earns).
\$341,248 to below \$351,248	20%
\$351,248 or more	0%

Depending on your family income, there may be an **annual cap** on your CCS:

\$186,958 or less	No annual cap
More than \$186,958 but under \$351,248	CCS will be subsidised up to the annual cap of \$10,190 per child each financial year.

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