

**INDIVIDUAL TAX RETURN
CHECKLIST YEAR ENDED 30 JUNE 2023**

Personal Details

Name																							
Postal Address (if different from last year)																							
Home Address (if different from last year)																							
Phone (if different from last year)																							
Mobile (if different from last year)																							
Email Address (if different from last year)																							
Bank Account Details (for possible refund)	BSB: Account Number: Account Name :																						
Occupation																							
Were you an Australian tax resident for the full year? (Contact us if you are not sure or if there was any change in your residency status during the year)																							
Spouse Name																							
Spouse Details (If we do not prepare their return)	TFN: Date of birth: 2023 Taxable income																						
Children's details	<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 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 2023.

1. Tick the boxes as they apply to you.
2. Attach the supporting documents requested under each question.
3. Send the completed checklist and supporting documents to us.
4. 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

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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	\$400/hr
Manager	\$250/hr
Supervisor	\$200/hr
Senior Accountant	\$180/hr
Intermediate Accountant	\$150/hr
Graduate Accountant	\$120/hr
Bookkeeper	\$80/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.

ACCEPTANCE OF ENGAGEMENT

By completing and returning this checklist, you are confirming your agreement to these terms of engagement.

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Income

Item	Detail	Yes	No	Documentation required
1	Salaries and Wages Did you receive paid salary and wages during the year to 30 June 2023? (Amounts owing to you should not be included).			PAYG Payment Summary or Income Statement Comments
2	Other income from working Did you receive other income not shown on your PAYG Payment Summary (e.g. allowances, casual work etc.)?			Relevant records Comments
3	Interest received Did you receive interest which was credited to your account(s) or added to your investment during 2023?			30 June 2023 bank statement or investment statement showing year-to-date interest amount Comments
4	Dividends Did you receive any dividends during 2023?			Dividend statements; and/or Spreadsheet summary Comments
5	Rental Income Did you own rental properties available for rent during 2023?			Completed Investment Property Checklist Comments
6	Capital Receipts Have you sold any property, shares, managed funds, cryptocurrency (e.g. Bitcoin) or other investments during 2023?			Acquisition details (date, price, brokerage, other costs) Sale details (date, price, other costs) Any documents relevant to the purchase or sale Comments
7	Self-employment business income Did you earn any income from running a business as a sole trader during 2023?			As relevant: Accounting data file Cash book Breakdown of income and expenses Comments

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Item	Detail	Yes	No	Documentation required
8	Pandemic Leave Disaster Payment Did you receive a Pandemic Leave Disaster payment during 2023 (Ended on 30 September 2022)?			Summary of payments received <u>Comments</u>
9	Partnerships Did you receive any share of profit from partnerships during 2023?			If we do not prepare: Copy of partnership tax return distribution statement <u>Comments</u>
10	Trusts and/or Managed Funds Did you receive distributions from trusts and/ or managed funds during the year, other than a trust whose tax return is prepared by Catalyst Financial?			If we do not prepare: Copy of trust tax return or distribution statement. Annual tax statement for managed funds. <u>Comments</u>
11	Employer Shares and Share Options Did you receive any shares during 2023? Did you receive or exercise any share options during 2023? Did you sell any employee shares during the year? (This includes shares you received in a prior year or the current year).			Details of shares or options received or exercised. Statements provided by your employer. Details of any employee shares sold <u>Comments</u>
12	Foreign Income & Foreign Investments Did you earn any income the following interests outside Australia? <ul style="list-style-type: none"> - Employment - Shares, units, managed funds or other investments - Rental properties - Business activities 			Relevant statements and documents Rental income & expenses details Copy of tax return lodged overseas if relevant <u>Comments</u>
12b	Foreign Income & Foreign Investments Do you hold investments outside of Australia in excess of AU\$50,000?			<u>Comments</u>

Item	Detail	Yes	No	Documentation required
13	Other Income Have you received any other assessable income during 2023 not specified above?			Relevant supporting documentation <u>Comments</u>

Deductions

Item	Detail	Yes	No	Documentation required
14	Work-related car expenses Did you have car expenses relating to your work as an employee that were not reimbursed by your employer? If yes: <ul style="list-style-type: none"> Do you wish to use the Cents per Km method? Do you wish to use the Logbook method? 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> Advise in the below test box the number of work-related km driven during the year (estimate) <u>Logbook</u> Details of all actual expenditure (petrol, rego, insurance, repairs etc.) Copy of your logbook (completed within last 5 years), or your logbook work-related % <u>Comments</u>
15	Other work-related expenses Have you incurred any of the following expenses <u>that were not paid for, provide by or reimbursed by your employer?</u> <ul style="list-style-type: none"> Travel (domestic & international) 			Receipts or summary of expenses Travel diary (if travel was for 6 or more consecutive nights) <u>Comments</u>
	<ul style="list-style-type: none"> Compulsory work uniform Click here for our article about what can be claimed			Receipts or summary of expenses <u>Comments</u>

Item	Detail	Yes	No	Documentation required
	<ul style="list-style-type: none"> Occupation specific clothing Click here for our article about what can be claimed			Receipts or summary of expenses Comments
	<ul style="list-style-type: none"> Protective clothing relevant to your job (e.g. sun protection, steel capped boots) Click here for our article about what can be claimed			Receipts or summary of expenses Comments
	<ul style="list-style-type: none"> Professional associations / union fees 			Receipts or summary of expenses Comments
	<ul style="list-style-type: none"> Self-education expenses relating to your work (including courses, seminars, formal qualifications) 			Receipt or invoice for course fees Receipts or summary of costs related to undertaking the course (e.g. textbooks, stationery, equipment used) Comments
	<ul style="list-style-type: none"> Mobile phone usage 			Receipts or summary of bills Estimate of the proportion of your usage that is work-related (cannot be 100% unless it is a separate line) Comments
	<ul style="list-style-type: none"> Internet usage 			Receipts or summary of bills Estimate of the proportion of your usage that is work-related (cannot be 100% unless it is a separate line) Comments

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	<ul style="list-style-type: none"> Equipment or assets used for work 			<p>Invoice / receipt and details of the asset purchased (including date, description and amount)</p> <p>Estimate of the proportion of your usage that is work-related.</p> <p><u>Comments</u></p>
	<ul style="list-style-type: none"> Any other expenses 			<p>Relevant supporting documents</p> <p><u>Comments</u></p>
16	<p>Home Office expenses</p> <p>Do you use part of your home in the process of earning your income as an <u>employee</u>?</p> <p>Please note there are changes to the cents per hour method record keeping requirements from the 1 March 2023. Click here for our article outlining the changes.</p> <p>Did you keep a log of your hours worked from home from 1 March 2023?</p> <p>If no to the above, does your workplace have a policy determining specific days you must work from home? If yes, please specify the details of the policy in the comments section to the right of this question.</p>			<p>Number of hours you worked from home during the period 1 Jul to 28 Feb 2023:</p> <p>Number of hours you worked from home during the period 1 Mar to 30 Jun 2023:</p> <p>If claiming a % of actual costs, please provide the following additional information</p> <p>Receipts/invoices or summary of...</p> <ul style="list-style-type: none"> – Electricity – Gas – Telephone & internet – Furniture or equipment purchased (item, date and \$) <p>We may also contact you for further information depending on your circumstances.</p> <p><u>Comments</u></p>
	<p>Do you use part of your home in earning your <u>business income as a sole trader</u>?</p> <p>If yes:</p> <ul style="list-style-type: none"> Is the area you use a separate room that is dedicated solely as a home office? 			<p>Number of hours you worked from home during the period 1 Jul to 28 Feb 2023:</p> <p>Number of hours you worked from home during the period 1 Mar to 30 Jun 2023:</p>

Item	Detail	Yes	No	Documentation required
	<ul style="list-style-type: none"> If the area is not a separate room, is it a clearly identifiable space that is dedicated solely as a home office? (i.e. a study nook, as opposed to working on your dining table) Is the area clearly identifiable as a place of business? (i.e. signage etc) Do clients attend the office? <p>Please note there are changes to the cents per hour method record keeping requirements from the 1 March 2023. Click here for our article outlining the changes.</p> <p>Did you keep a log of your hours worked from home from 1 March 2023?</p> <p>If no to the above, does your workplace have a policy determining specific days you must work from home? If yes, please specify the details of the policy in the comments section to the right of this question.</p>			<p>If claiming a % of actual costs, please provide the following additional information</p> <p>Receipts/invoices or summary of...</p> <p><u>All cases:</u></p> <ul style="list-style-type: none"> Electricity Gas Telephone & internet Furniture or equipment purchased (item, date and \$) <p><u>If a "place of business":</u></p> <ul style="list-style-type: none"> Rent Mortgage interest Rates (council, water) & Strata <p>We may also contact you for further information depending on your circumstances.</p> <p><u>Comments</u></p>
17	<p>Other expenses</p> <p>Have you incurred the following expenses?</p> <ul style="list-style-type: none"> Account keeping fees relating to your investments 			<p>Relevant document showing fees paid.</p> <p><u>Comments</u></p>
	<ul style="list-style-type: none"> Management or ongoing advisory fees paid to a financial advisor or investment manager. <p>Please note, this does <u>not</u> include:</p> <ul style="list-style-type: none"> Accounting fees paid to Catalyst Financial; Fees paid to a financial advisor for one-off investment strategy advice; Fees paid from your super account for investment or management advice. 			<p>Copy of invoice(s), annual management fee statement, or summary of management fees paid.</p> <p><u>Comments</u></p>

Item	Detail	Yes	No	Documentation required
	<ul style="list-style-type: none"> Interest charged on money borrowed to purchase investments 			Loan bank statements for the full year, or at 30 June showing total interest for the full financial year. Advise if there were any new drawdowns on the loan during the year and what they relate to. <u>Comments</u>
	<ul style="list-style-type: none"> Donations to charities 			Donation receipts and/or Summary of donations, including who the donation was to, the date and amount of each donation. <u>Comments</u>
	<ul style="list-style-type: none"> Personal deductible superannuation contributions (not from employer) 			Completed Notice of Intention to claim a deduction form Acknowledgement letter from your superfund <u>Comments</u>
	<ul style="list-style-type: none"> Income protection insurance 			2023 statement or receipt showing deductible premiums <u>Comments</u>
	<ul style="list-style-type: none"> Other (provide details) 			Relevant supporting documents <u>Comments</u>

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Tax offsets, Rebates and Reportable Items

Item	Detail	Yes	No	Documentation required
18	Government Super Co-contribution 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"> • How much did you contribute? • Did you claim a deduction for the contributions? • Did you hold a temporary resident visa at any time during the year? 			Comments/Answers
19	Spouse Superannuation Contribution Tax Offset Did you make any superannuation contributions on behalf of your spouse? If yes: <ul style="list-style-type: none"> • How much did you contribute? • Is your spouse's assessable income plus total reportable fringe benefits less than \$40,000? 			Comments/Answers
20	Senior and Pensioners Tax Offset 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"> • Have been an Australian resident for 10 or more years? • Arrived in Australia as a refugee or via another humanitarian program? • Receive a widow pension? • Are a veteran? 			We will contact you for further information as relevant to your circumstances.

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Item	Detail	Yes	No	Documentation required
21	<p>Invalid and Invalid Carer Tax Offset</p> <p>Did you receive any of the following during the year:</p> <ul style="list-style-type: none"> Disability support pension Special needs disability support pension Invalidity service pension (veterans) <p>Did you care for your child, spouse's child, or your sibling aged 16 years or older and either:</p> <ul style="list-style-type: none"> Received a carer allowance or payment Were wholly engaged in providing care to someone who received one of the above disability or invalidity pensions? 			We will contact you for further information as relevant to your circumstances.

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
22	Do you have income protection insurance and if so, how much cover do you have?			
23	Do you have life insurance and if so, how much cover do you have?			
24	Do you have critical illness insurance and if so, how much cover do you have?			

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

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

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

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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.

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

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