

PERSONAL INCOME TAX RETURN

Checklist for the year ended 30 June 2022

Instructions

1. Select each field to enter data
2. Once complete save the document to your device
3. Email your saved document as an attachment along with any requested supporting documents to patrick@thatcherconsulting.com.au

SECTION 1 – PERSONAL DETAILS			CLIENT 1	CLIENT 2
1	Full Name			
1.a	Have any of your details or circumstances changed?		Yes ☐ No ☐	Yes ☐ No ☐
2	Tax File Number			
3	Date of Birth			
4	Current Residential Address			
5	Postal Address (If different from above)			
6	Contact Numbers	Home: Work: Mobile:	 	

7	Email Address		
8	Occupation		
9	Bank Details <i>(For tax refunds, if applicable)</i>	Name: BSB: Account:	
10	Did you commence a business during this financial year?	Yes ☐ No ☐	Yes ☐ No ☐
11	Did you have a spouse during the 2022 income year?	Yes ☐ No ☐	Yes ☐ No ☐
12	Do you have any dependents (children under the age of 21 or, full time students under the age of 25 living with you?)	Yes ☐ No ☐	Yes ☐ No ☐
	Dependent 1 Name: Date of Birth:	 	
	Dependent 2 Name: Date of Birth:	 	
	Dependent 3 Name: Date of Birth:	 	
13	Are you a resident of Australia for tax purposes?	Yes ☐ No ☐	Yes ☐ No ☐

Please continue to section 2 on next page.

SECTION 2 – INCOME DETAILS		CLIENT 1	CLIENT 2
1	AUSTRALIAN PENSIONS OR ANNUITIES		
	Did you receive a pension or annuity from an Australian superannuation fund or similar organisation? <i>If yes, please attach relevant documentation</i>	Yes ☐ No ☐	Yes ☐ No ☐
2	INTEREST RECEIVED		
	Did you receive any bank interest during the year? <i>If YES, please provide details:</i>	Yes ☐ No ☐	Yes ☐ No ☐
	Name of bank:		
	Interest received \$		
	Name of bank:		
	Interest received \$		
	Name of bank:		
	Interest received \$		
3	DIVIDENDS RECEIVED		
	Did you receive any dividends during the year? <i>If yes, please provide all relevant details and attach any dividend statements received:</i>	Yes ☐ No ☐	Yes ☐ No ☐
4	SHARES & MANAGED FUNDS		
	Did you use an investing or micro investing platform? <i>If yes, please provide relevant tax statements</i>	Yes ☐ No ☐	Yes ☐ No ☐
5	DISTRIBUTIONS FROM PARTNERSHIPS / TRUSTS		
	Did you receive distributions from business or investments held in partnerships or trusts (including managed funds) during the year? <i>If yes, please provide all relevant details (including tax statements or tax returns for each investment or business held)</i>	Yes ☐ No ☐	Yes ☐ No ☐
6	CAPITAL GAINS / (LOSSES)		
	Have you sold any assets (e.g.: house, land, shares etc.) or made any other capital gains or losses during the year? <i>If yes, please provide and attach details:</i>	Yes ☐ No ☐	Yes ☐ No ☐
	Purchase contract and or settlement statement:	☐	☐
	Sale contract & settlement statement:	☐	☐
	Details of additions / improvements made to the asset held:		

7	FOREIGN INCOME		
	Did you receive any foreign income during the year?	Yes ☐ No ☐	Yes ☐ No ☐
	<i>If yes, please provide and attach details</i>		
	Source of income:		
	Country incomes was received from:		
	Type of income (Investment or Salary):		
8	FOREIGN ENTITIES		
	During the 2021/22 year, did you own or have an interest in assets held overseas with a value over AUD \$50,000?	Yes ☐ No ☐	Yes ☐ No ☐
9	RENTAL PROPERTY INCOME		
	Did you earn any rental income from a rental property during the year?	Yes ☐ No ☐	Yes ☐ No ☐
	<i>If yes, please provide and attach details of rent received and expenses incurred (including interest on borrowings) for the 2021/22 financial year (see attached Rental Schedule)</i>		
	No. of rental properties:		
	Commercial or Residential:		
10	OTHER INCOME		
	Were you involved in any other income earning activities not already covered by this questionnaire, or have you received any insurance payouts or similar?	Yes ☐ No ☐	Yes ☐ No ☐
	<i>If yes, please provide and attach details</i>		
	Source of Income (e.g. Commissions):		
	Business Income:		
	Personal Services Income:		
	Other:		
11	WORKING HOLIDAY MAKERS		
	If you were not a resident for tax purposes, did you work in Australia on a 457 or 462 Visa?	Yes ☐ No ☐	Yes ☐ No ☐
	<i>If yes, please provide and attach details</i>		
	Source of Income:		
	Business income:		
	Personal Services Income:		
	Other:		

SECTION 3 – DEDUCTION DETAILS		CLIENT 1	CLIENT 2
1	WORK RELATED MOTOR VEHICLE EXPENSES		
	Did you use your car for work related purposes other than travelling to or from home and your workplace? <i>If yes, please provide and attach details</i> Logbook details (please attach a copy): SET RATE PER KM: please provide no. of business KMS travelled: Motor Vehicle details: Motor Vehicle ownership:	Yes ☐ No ☐ 	Yes ☐ No ☐
2	OTHER WORK-RELATED TRAVEL EXPENSES		
	Did you incur any other work-related travel expenses? <i>If yes, please provide and attach details of expenses including business % use (attach travel diary if applicable)</i> Travel date: Trip Purpose: Destination:	Yes ☐ No ☐ 	Yes ☐ No ☐
3	UNIFORM & PROTECTIVE CLOTHING		
	Did you have any occupation specific clothing, protective clothing or compulsory work uniform expenses that relate to your work? <i>If yes, please provide and attach all relevant information including the cost to purchase and the cost of cleaning</i>	Yes ☐ No ☐ 	Yes ☐ No ☐
4	WORK RELATED SELF EDUCATION		
	Did you have any work-related self-education expenses during the year? <i>If yes, please provide and attach all relevant information regarding expenses incurred. Note that HECS/HELP and financial supplement fees are non-deductible</i>	Yes ☐ No ☐ 	Yes ☐ No ☐

Please continue this section on next page.

5	WORK RELATED EXPENSES		
	<u>Capital</u> If you have incurred any of the work-related expenses listed below, please detail the amount spent and provide a copy of the invoice: Computer & Software: Tablet / Mobile phone: Tools of Trade: Machinery: Home office furniture: <u>Non-Capital</u> Union fees: Subscriptions & Professional journals: Home office: Tools & equipment: Telephone / Mobile phone: Postage, Printing & Stationery: Professional memberships: Internet costs:	Yes ☐ No ☐	Yes ☐ No ☐
6	INTEREST & DIVIDEND DEDUCTION		
	Did you have any interest expense incurred on borrowings relating to individual shares or share portfolio set up? <i>If yes, please provide and attach details</i> Bank loan details: Loan amount: Interest costs: Brokerage fees:	Yes ☐ No ☐	Yes ☐ No ☐
7	DONATIONS		
	Did you make any donations (\$2 or more) to approved charitable organisations during this year? <i>If yes, please provide & attach detailed list of your donations</i>	Yes ☐ No ☐	Yes ☐ No ☐

8	TAX PREPARATION FEES		
	Did you pay a Registered Tax Agent to prepare your tax returns? <i>If yes, please provide and attach details</i> Name of Tax Agent: Fees paid:	Yes ☐ No ☐ 	Yes ☐ No ☐
9	SUPERANNUATION		
	Did you make a CONCESSIONAL-CONTRIBUTION to a Superannuation fund (Other than your employer contributions) between 1/07/2021 & 30/06/22? <i>If yes, please provide and attach details</i> Name of Fund: Policy Number: Amount contributed: Acknowledgement from the fund that you are claiming a tax deduction for the contribution:	Yes ☐ No ☐ Yes ☐ No ☐	Yes ☐ No ☐ Yes ☐ No ☐
10	OTHER DEDUCTIONS		
	Do you have any other deductions not yet listed? <i>If yes, provide details</i>	Yes ☐ No ☐ 	Yes ☐ No ☐

Please continue to section 3 on next page.

SECTION 3 – OFFSET & REBATE DETAILS		CLIENT 1	CLIENT 2
1	DEPENDENT REBATES		
	Do you maintain a dependent who is unable to work due to invalidity or care obligations? Parent: Yes ☐ No ☐ Child: Yes ☐ No ☐ Invalid Relative: Yes ☐ No ☐ <i>If yes, please provide the following details in respect to each of the dependant:</i> Full name of dependant: Date of Birth:	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
2	PRIVATE HEALTH INSURANCE REBATE		
	Do you have private health cover? <i>If yes, please provide and attach details</i>	Yes ☐ No ☐	Yes ☐ No ☐
3	SUPERANNUATION CONTRIBUTIONS ON BEHALF OF YOUR SPOUSE		
	Did you make any superannuation contributions on behalf of your spouse? <i>If yes, please provide and attach the relevant details</i>	Yes ☐ No ☐	Yes ☐ No ☐
4	ZONE REBATE		
	A zone rebate may be available if you resided in a remote zone during the year. Please note, this rebate NO LONGER applies to FIFO arrangements <i>If yes, please provide the following details</i> Place of residence in Zone: Period of residence From: To:	Yes ☐ No ☐	Yes ☐ No ☐

SECTION 4 – ADJUSTMENTS		CLIENT 1	CLIENT 2
1	MEDICARE LEVY SURCHARGE		
1	Did you receive a Medicare Levy Surcharge exemption certificate for the 2022 year? <i>If yes, please provide and attach certificate</i>	Yes ☐ No ☐	Yes ☐ No ☐

LETTER OF ENGAGEMENT

Engagement for Tax, Accounting & Advisory services

This letter is to confirm our understanding of the terms of our engagement and the fees to be charged for the services that we will be providing to you.

Purpose, Scope and Output of the Engagement

The firm will provide Taxation Return preparation services, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures and services will be limited exclusively for this purpose only. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. 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 come to our attention.

Costs

Our minimum fee for the preparation of an individual income tax return is \$350.00 + GST, however due to the varying complexity of your affairs and any additional meeting time involved in preparing and presenting your tax return, our fee may be greater. That said, we will always let you know if the fees need to increase before we start the work.

Should you require a quote prior to us commencing work on your return, please do not hesitate to contact us at office@thatcherconsulting.com.au for a fee quote.

Trading terms

Our trading terms are 7 Days from the date you receive our invoice. Unless agreed by our Principal, our policy is not to lodge your income tax return until our account is paid.

Unless we are advised to the contrary, we will arrange for the refunds to be directly deposited into your bank account by the ATO. This improves the speed and efficiency of your refund being received. If you prefer to have our fees deducted from your refund, an administrative fee of \$50 will be charged in addition your tax preparation fee.

Responsibilities

In conducting this engagement, 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 with your express consent.

We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APES 320 – Quality control for firms. As a result, our files may be subject to review as

part of the quality control review program of the Institute of Public Accountants (IPA) which monitors compliance with professional standards by its members.

You are responsible for the reliability, accuracy and completeness of the accounting and taxation records, particulars and information provided and disclosure of all material and relevant information. You are required to arrange for reasonable access by us to relevant individuals and documents and shall be responsible for both the completeness and accuracy of the information supplied to us. Any advice given to you is only an opinion based on our knowledge of your particular circumstances. You have obligations under self-assessment to keep full and proper records in order to facilitate the preparation of accurate returns. It is your responsibility to keep those records for five (5) years.

Involvement of Others

Where, as part of our engagement, the services of an external consultant or technical expert are required, an estimated cost and timeframe will be provided to you for your approval.

In order for us to adhere to and provide acceptable work completion time frames, during peak periods of demands, we may utilise the services of outsourced service providers to assist in some parts of the service delivery. We utilise the services of local and international based service providers. We ensure that the confidentiality of your data is maintained at all times, and we take every precaution both from a physical and digital perspective to ensure that your information is secure and Australian privacy principles are being met and complied with.

These service providers will work on our systems' secured server environment and your information shall be confined to our systems secured server environment at all times.

Acceptance of our services in conjunction with this engagement document indicates your acceptance of the use of outsourced services as described.

Acknowledgement of Terms of Appointment

I acknowledge I have been requested to complete the personal income tax questionnaire provided by Thatcher Consulting and will answer any questions which require further clarification before my tax return is prepared and lodged with the Australian Taxation Office.

I acknowledge that if I have not provided receipts to substantiate any expenditure listed on the above questionnaire that I can produce original receipts on demand.

I have received, read and understood your letter of Engagement. I acknowledge and agree to the terms of your appointment.

CLIENT 2

CLIENT 1

Name

Name

Signature

Signature

Date

Date