

Tax Return Checklist

INDIVIDUAL DETAILS:	
Tax File Number:	
Title: (Mr/Mrs/Miss/Ms/Dr)	
Has your marital status changed since your last return?	YES/NO
If so, please advise period.	
Given Name:	
Middle Name:	
Surname:	
Date of Birth:	
Mobile Number:	
Home Number:	
E-mail:	
Gender:	

HOME ADDRESS:	
Address:	
Suburb:	
State:	
Postcode:	
Country (if not Australia):	
Postal Address:	
Address:	
Suburb:	
State:	
Postcode:	

BANK DETAILS (ELECTRONIC FUNDS TRANSFER)

Account Name:	
Financial Institute Name:	
BSB:	
Account Number:	

INCOME:

Main Salary/Occupation:	
Industry:	
Number of group certificate:	
Allowances/Earnings/Tips/Directors Fees:	
Employer lump sum payments? (Including Termination Payments)	
Shares/Cryptocurrency: If so please advise. If you have sold shares or cryptocurrency in the financial year please attached with form.	

To claim a work-related deduction:

- you must have spent the money yourself and weren't reimbursed
- it must be directly related to earning your income
- you must have a record to prove it.

If the expense was for both work and private purposes, you can only claim a deduction for the work-related portion.

WORK RELATED UNIFORM:

Cost of buying and cleaning occupation specific clothing, protective clothing and unique, distinctive uniforms. Eg: Thermal Wear, Protective Uniform/Shoes etc.

Item:	Amount:

Do you launder your work related uniform? If so how many loads per week? (ATO ruling \$1 per load for washing, drying & ironing)

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WORK RELATED SELF EDUCATION EXPENSES:

If your study is work related or if you receive a taxable bonded scholarship.

Item:	Amount:

COURSE DETAILS:

Name of Institution:			
Name of Course:			
Purpose of undertaking study: (Please circle)	Study maintains or improves a skill or specific knowledge	Study likely to lead to increased income	Other direct connection

WORK RELATED TRAVEL EXPENSES: (INTERSTATE/OVERSEAS)

If your travel expenses are reimbursed you cannot claim a deduction.

Item:	Amount:

OTHER WORK-RELATED EXPENSES:
Mobile (percent of work eg. 20%), Internet, Home Office, Tools & Equipment, Office Supplies
Such as Mobile: Calling colleagues/employer, researching for your current job via Pinterest and articles, Viewing your payslip etc.

Any items over the cost of \$300, please advise date paid and percentage used for work.

COVID-19 Home Office. If you worked from home during covid please advise how many hours during COVID-19. If you purchase office equipment to work from home this is tax deductible.

Item:	Amount:

GIFTS OR DONATIONS?
 You can only claim a tax deduction for gifts or donations to organisations that have status of deductible gift recipients (DGRs).

Item:	Amount:

WORK RELATED CAR EXPENSES:
 Claim vehicle and other travel expenses directly connected with your work, but generally you can't claim for normal trips between home and work – this is considered private travel.

Vehicle Make, Model:	
Year:	
Registration Number:	
Cylinders:	
Total KM's Travelled: Please note km's over 5,000 must have a log book.	

Logbook Provided

Please note:

- If you are claiming a deduction for using your own car in performing your employment duties (including a car you lease or hire), it is treated as a car expense.
- If you use someone else's car for work purposes, you may be able to claim the direct costs (such as fuel) as a travel expense.
- If the travel was partly private, you can claim only the work-related portion.

COST OF MANAGING TAX AFFAIRS:

Obtaining tax advice from a recognized tax adviser and or lodging your tax return through a registered tax agent.

CHILD SUPPORT PAYMENTS

Total amount paid in child support payments.

Personal Superannuation Contribution:

Do did you provide your fund with a notice of intent to claim a deduction for personal superannuation contribution and receive an acknowledgement from your fund

Yes No

Hospital Health Cover:

If you and your entire family (if applicable) were covered. Please provide the tax statement received from your provider. If you have only extras, please specify.

Yes No

Spouse Superannuation:

Did you contribute to Super on behalf of your spouse?

Yes No

Parent Maintenance:

Did you support your parent, spouse's parent or invalid relative?

Yes No

HECS Liability?

If yes, please provide amount of statement from Tax Office

Yes No

Tax offset-senior /pensioner?

Yes No

If yes, single/widow/separated/sole parent/separated due to illness/souse not eligible/married both eligible/married only you eligible

Did you hold and sell any investments such as shares, cryptocurrency e.g. bitcoin?

If yes, please supply all details

Yes No

SPOUSES DETAILS:	
Spouses DOB:	
Spouses Full Name:	
Did you have a spouse for the full year of 1 July 2021 to 30 June 2022?	
If you did not have a spouse for the full year, write the dates you had a spouse between:	
Your spouse's 2021/2022 taxable income?	

DEPENDENTS:	
Did you have dependents for 2021-2022 financial year? If so, how many and ages?	

Terms and Conditions: Client Engagement Agreement

Our understanding of the terms of our engagement and the nature and limitations of the services that we provide.

Purpose, Scope and Output of the Engagement

Terms of Engagement

This letter is to confirm our understanding of the terms of our engagement and the nature and limitations of the services that we provide.

Purpose, Scope and Output of the Engagement

Our firm will provide accounting and taxation services, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB), and in accordance with the Income Tax Assessment Act 1936 & 1997. 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 may, as part of our responsibilities as a Member in Public Practice, take steps and actions as set out in Section 225 of the Code, "Responding to Non-Compliance with Laws and Regulations". These include but are not limited to the following. During the course of our engagement, if we identify or suspect that non-compliance with laws or regulations has occurred or may occur, which may have a direct effect on material amounts or disclosures in the financial statements or compliance with which may be fundamental to the operating aspects of your business, to your ability to continue its business or to avoid material penalty, we will discuss the matter with the appropriate level of management, those charged with governance or the internal auditor, as appropriate, to enable you to rectify, remediate or mitigate the consequences of the identified or suspected non-compliance or deter the commission of the non-compliance where it has not yet occurred. We will consider

whether to communicate the non-compliance or suspected noncompliance with your external auditor, unless prohibited by law or regulation.

We will also consider, based on materiality and/or significance of the matter, whether further action is needed in the public interest. Further action may include disclosing the matter to an appropriate authority even when there is no legal or regulatory requirement to do so or withdrawing from the engagement and the professional relationship where permitted by law or regulation. Where appropriate we will inform you of our intention to disclose the matter to an appropriate authority before disclosing the matter. However, if we have reason to believe that the actual or intended conduct would constitute an imminent breach of a law or regulation that would cause substantial harm to investors, creditors, employees or the general public, we may immediately disclose the matter to an appropriate authority in order to prevent or mitigate the consequences of such imminent breach of law or regulation.

This engagement includes preparation of income tax returns, financial statements, year-end tax plans, and any other ATO statutory lodgements as required.

The above reports will be prepared for distribution to yourself for the agreed purpose. There is no assumption of responsibility for any reliance on our reports by any person or entity other than yourself and those parties indicated in the reports. The reports shall not be inferred or used for any purpose other than for which they were specifically prepared. Accordingly, our reports may include a disclaimer to this effect.

Period of Engagement

The first period for which we will be responsible is the tax year ending 30 June 2022. We will not deal with earlier periods unless you specifically ask us to do so and we agree.

This engagement document will be effective for future years unless we issue an amended one to you.

Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement, including any information relating to your affairs whether it belongs to you or not or is provided by you or not, 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 regulations, or with your express consent unless, we determine that disclosure of the non-compliance or suspected non-compliance to an appropriate authority is an appropriate course of action in the circumstances.

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 APESB standard. As a result, our files may be subject to review as part of the quality control review program of CPA Australia Limited which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program.

We may collect Personal Information about you, your representatives, your clients and others when we provide services to you. If we do, you agree to work with us to ensure that we both meet the obligations that we each may have under the Privacy Act 1988 (Cth) (as amended) (Privacy Act). The obligations may include notifying the relevant person to whom the personal information relates who we are and how we propose to use their personal information. Where you have collected personal information, you confirm that you have collected the personal information in accordance with the Privacy Act, that you are entitled to provide this personal information to us and that we may use and disclose the personal information for the purpose/s we provide our services to you. We will handle personal information in accordance with the Privacy Act.

You are responsible for the reliability, accuracy and completeness of the accounting 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 or your staff are responsible for maintaining and regularly balancing all books of accounts, and the maintenance of an adequate accounting and internal control system. 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 5 years.

You are responsible for ensuring that your business activities are conducted in accordance with laws and regulations. You are also responsible for identifying and addressing any non-compliance by an individual charged with governance of the entity, by a member of management, or by other individuals working for or under the direction of you.

Taxation Services

A taxpayer is responsible under self-assessment to keep full and proper records in order to facilitate the preparation of a correct return. Whilst the Commissioner of Taxation will accept claims made by a taxpayer in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review. Under the taxation law such a review may take place within a period of up to five (5) years after tax becomes due and payable under the assessment. Furthermore, where there is fraud or evasion there is no time limit on amending the assessment. Accordingly, you should check the return before it is signed to ensure that the information in the return is accurate.

Where the application of a taxation law to your particular circumstances is uncertain you also have the right to request a private ruling which will set out the Commissioner's opinion about the way a taxation law applies, or would apply, to you in those circumstances. You must provide a description of all the facts (with supporting documentation) that are relevant to your scheme or circumstances in your private ruling application. If there is any material difference between the facts set out in the ruling and what you actually do the private ruling is ineffective.

If you rely on a private ruling you have received, the Commissioner must administer the law in the way set out in the ruling, unless it is found to be incorrect and applying the law correctly would lead to a better outcome for you. Where you disagree with the decision in the private ruling you can lodge an objection against the ruling if it relates to income tax, fuel tax credit or fringe benefits tax. Your time limits in lodging an objection will depend on whether you are issued an assessment for the matter (or period) covered by the private ruling.

Fees

The fee arrangement is based on the amount of time and the level of staff required to complete the taxation services as agreed and is set out in our fee schedule. Specific quotes (which may vary on the complexity of the return) may be provided and if so this will be emailed to you. You agree to the fees being charged to complete your tax return and agree to payment prior to lodgement of your tax return.

Ownership of Documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of income tax returns and special purpose financial reports. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm, subject to any statutory obligations.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Access to Tax agent Portal

You also agree and authorise us to add you to our tax agent portal.

I, have read and understand the terms and conditions above.

I authorise TAS Tailored Accounting Solutions to add me to their tax agent portal.

Signed.....

Name.....

Date.....



Postal.

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