

Personal Income Tax Return

Tax Return Year

Name *

First Name Last Name

Date of Birth *



Day Month Year

Email

example@example.com.au

Address

Street Address

Street Address Line 2

City State

Postal / Zip Code

Phone Number

Area Code

Phone Number

Are you an existing client?

Yes

No

Where did you hear about us?

Google Search

Facebook

Friend

BNI

Other

Name of who referred you:

Do you have a copy of your last lodged return?

Yes

No

Tax File Number

Marital Status - Did you have a spouse during the financial year?

Yes

No

What is your main Occupation?

Spouse Full Name

First Name

Spouse Date of Birth



Day Month Year

How Many Dependents do you have?

A Child is only your dependent if they are Under 21, Or 21 to 24 and studying full time

Please provide Bank Account Details

Would you like to subscribe to our Newsletter

Yes

No

Income

Please provide evidence (if applicable)

Yes No N/A Notes or Comments

Salary or wages

Allowances, earnings, tips, directors fees etc.

Employer Lump Sum Payments

Employment Termination Payments

Australian Government Pensions and Allowances

Australian Annuities and Superannuation income streams

Interest

Dividends

Employee share schemes

Distributions from partnerships and/or Trusts

Personal Services Income

Sole Trader Income

Capital Gains

Foreign income

Rent

Other

Do you have any rental properties?

Yes

No

Did you run a business as a sole trader or contractor this year?

Yes

No

Details of how records are kept:

Xero

Quickbooks Online

Reckon Hosted

MYOB Essentials

MYOB Accountright

Spreadsheet

We will need access to income and expenses. Please provide an invite to any software to phil@upwardsolutions.com.au

Rental Properties

If the property was purchased or sold in this financial year, or it is the first year that we are completing the return, please provide the following:

Yes No N/A

Purchase Contract

Settlement Statement

Loan Documents

Legal Fees

Stamp Duty

Quantity surveyors report

Sale Contract

Address of the rental property

Street Address

Street Address Line 2

City

State

Post Code

Date that the property was first available for rent



Day

Month

Year

Number of Weeks that the property was available for Rent this year

Number of Weeks rented

Rental Income and Expenses (a more detailed table is available on our website)

Yes No N/A Details

Rental Income and Expenses (Agent Summary)

Rental Income - paid directly to owner

Interest on Loans

Advertising

Bank Charges

Body Corporate

Borrowing Expenses

Cleaning

Council Rates

Gardening

Insurance - Building

Insurance - Landlord

Legal Expenses

Pest Control

Agent Fees / Commission

Stationary, Telephone and Postage

Water

Other

Was the loan renegotiated this year?

Yes

No

N/A

Deductions

Please Provide Evidence (If Applicable)

Work-Related Car Expenses

Do you use your car for work? (not including travel to and from work)

Yes

No

Do you have a log book? (a log book must be kept for 12 weeks and is valid for 5 years)

Yes

No

How many km have you travelled for work?

What % business use is your logbook

What is your vehicle make?

Work Related Travel Expenses

Do you have any work related Travel?

Domestic

Overseas

Did you receive a reasonable travel allowance?

Yes

No

Please indicate the types of travel expenses you incurred.

Yes

No

N/A

Meals

Accommodation

Flights

Other

Work-Related Clothing, Laundry, and Dry Cleaning Expenses

Do you have any Uniform Expenses?

Yes

No

You can claim a deduction for the costs you incur to buy, hire, or repair clothing (and footwear) if it falls within one of these categories:

How would you classify your uniform?

Yes No N/A Notes or Comments

Protective Clothing

Occupation Specific Clothing

Non Compulsory Uniform (registered with AusIndustry)

Compulsory Uniform

Laundry - How many loads per week?

The ATO has different rates applicable for Laundry Expenses depending on whether they are mixed with conventional clothing or just work clothes being laundered. Please indicate:

Work Clothes only

Mixed

Self Education Expenses

You can claim self-education and study expenses you incur when the course you take leads to a formal qualification and meets the following conditions:

1. maintains or improves the specific skills or knowledge you require in your current employment activities
2. results in or is likely to result in, an increase in your income from your current employment activities.

Do you have any Self Education Expenses?

Yes

No

Work Related Expenses

Do you have any of the following?

Yes No N/A Notes or Comments

Union Fees

Course Fees

Books / Stationary

Depreciation

Travel

Other - please provide details

Do you have any of the following? (please provide details or upload receipts)

Yes No N/A Notes or Comments

Union Fees

Books

Professional Memberships

Telephone and Internet

(please provide % work use and total bill)

Sun Protection / Sunglasses if required to work outside

Equipment Purchases

Seminars/ Courses

Any other Work Related Deductions - please specify

Home Office

If you work from home, you can claim a deduction for the additional expenses you incur. There are 3 methods of doing this:

- 1. Shortcut method - You can claim a deduction for each hour worked from home. This does not include time for minimal tasks such as checking emails. You do not need a dedicated work area. This rate covers all costs*
- 2. Fixed Rate Method - 52 cents per hour. You must have a dedicated work area. You can separately claim phone, internet, consumables and depreciation. Please provide details*
- 3. Actual Costs - please provide area of house and area of office along with actual operating costs of equipment.*

Did you work from home during the year?

Yes

No

Number of Hours worked per week

Please provide details if work patterns changed during the year

Other Deductions

Other expenses to consider (please provide receipts)

Yes No N/A Notes or Comments

Tax Agent Fees

Donations

Interest on loans relating to investments

Income Protection Insurance

Did you make any personal superannuation contributions?

Yes

No

Has a notice of intention to deduct the contribution been sent to the fund?

Yes

No

Tax Offsets

Do you have private health insurance?

Yes

No

Does this cover you and ALL of your dependents for hospital cover?

Yes

No

Did you work in a remote area?

Yes

No

Please provide location and number of days

Spouse Details

Did you have a spouse for the full year?

Yes

No

From



Day Month Year

To



Day Month Year

Did your spouse die during the income year?

Spouses Taxable income (please provide if we are not completing spouse return or upload a copy of their return)

Amount

Taxable Income

Spouses Assessable First Home Owner Super Saver released amount

Reportable Fringe benefits (employer exempt from FBT)

Reportable Fringe benefits (employer not exempt)

Government Pensions

Reportable Superannuation Contributions

Deductible Personal Superannuation Contributions

Foreign income

Exempt foreign income

Financial Investment Loss

Net Rental Property Loss

Child Support Paid

Tax Return Engagement Letter

This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties. As your Tax Agent we will

- a) analyse, discuss and make recommendations regarding your tax return; and
- b) prepare and lodge your tax return for the required year.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us/me.

You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. We will not be responsible for any errors brought about by your failure to provide information or documentation later found to be material to your tax affairs. You are responsible for the timely provision

of information and we will not be responsible for any late lodgement or other fees and fines brought about by your failure to act in a timely manner.

This letter will be effective for future years unless we advise you of any change to our arrangements, or there is a significant change to your circumstances, in which case a new letter of engagement will be provided.

ATO Portal

By signing this agreement you are agreeing to allow us to access your details on the Australian Taxation Offices electronic portals and act on your behalf in communications with the ATO.

Taxation Services

As required by Accounting Professional and Ethical Standard APES 220 – Taxation Services we make the following statement regarding taxation services:

- The responsibility for the accuracy and completeness of the particulars and information provided by you rests with you;
- Any advice given to you in the course of the above services is only an opinion based on our knowledge of your particular circumstances; and
- As a taxpayer, you have obligations under self-assessment to keep full and proper records in order to facilitate the preparation of accurate returns.

Taxation laws change frequently. All advice will be based on the current law at the time the advice is provided. It is your responsibility to obtain updated advice in relation to actual or proposed transactions entered into at a later time.

We will act in your best interests at all times, subject to the overriding requirement that we must comply with the law. For example, we would be unable to lodge a tax return for you that we knew contained a false or misleading statement.

Previous Returns : We have not been engaged to review the accuracy of any previous returns lodged by you or by a previous Tax Agent.

Conflict of Interest

Prior to entering into the engagement and during the engagement we will attempt to ensure there is no conflict of interest.

You must immediately advise us if, during the engagement, you become aware of any conflict of interest or potential conflict of interest or there is a change of circumstances which may result in a conflict.

If a conflict of interest does arise during the engagement, we will take appropriate steps to resolve the conflict as agreed by all parties involved and permitted by law.

Privacy and Confidentiality

Information acquired by us in the course of this engagement is subject to strict confidentiality requirements and we will not disclose that information to other parties except as required or allowed by law, or with your written consent.

We use cloud based practice management, and tax software that contains your personal and financial information. The database containing this information is located in United States and Australia, but it may be replicated to other locations. The suppliers of this software have privacy policies that are consistent with the Australian Privacy Principles. If you require further details regarding specific software please contact us and we can direct you to the providers website for further information.

Our firm may from time to time, unless expressly requested not to, use the services of third party contractors to perform some of the services we are engaged to perform for you. These contractors may be located within Australia or overseas.

Acceptance of this Engagement constitutes your agreement to such.

Each client in the Group hereby authorises us to disclose information relating to that client's affairs to all such third party contractors as we may choose to engage to perform such work. Where we use the services of third party contractors, we are nevertheless responsible for the conduct and activities of those contractors and for the delivery of the services we are engaged to perform for you and they are bound by the same privacy principles as staff located in Australia.

From time to time our firm and our third party contractors may engage external IT service providers (including in relation to 'cloud computing' services) in the performance of services under this engagement. Each client in the Group hereby authorises us and our third party contractors to disclose information relating to those clients' affairs to all such external IT service providers as we or our third party contractors may choose to engage.

Quality Control

Our firm's quality control procedures have been established and maintained in accordance with APES 320 – Quality Control for Firms and, as a result, our files may be subject to review under the Institute of Public Accountants quality control review program. By accepting our engagement, you acknowledge that, if requested, our files relating to this engagement will be made available under this program. We will advise you if this occurs.

Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Council's website:

<http://www.professionalstandardscouncil.gov.au>.

Ownership of documents

The financial statements, tax returns and any other documents which we are specifically engaged to prepare, together with any original documents given to us by you, shall be your property. Any other documents brought into existence by us, including general working papers, the general ledger and draft documents will remain our property at all times.

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 electronic documents or files, which will be supplied to the client, such as income tax returns or financial statements. 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.

Documentation

Before we lodge any returns on your behalf, we will forward the documents to you for your approval. We will endeavour to ensure that the returns are lodged by the due dates. If you are late in providing information, we will do our best to meet the time limits, but we will not be responsible for any lodgement penalties or interest you may incur.

Client Responsibilities

You will provide access to the relevant business records as discussed. This may include paperwork

relating to the transactions for the month or quarter. This may include:

- Ongoing access to the Business Software
- Bank statements
- Credit card statements
- Cheque books
- Receipts/invoices
- Bank deposit book or relevant bank transfer information
- Answers to queries as required

You are responsible for the accuracy and completeness of the details and information you provide to us and the disclosure of all material and relevant information. This includes informing us of any change in your circumstances and advising us of any subsequent event which may affect the accuracy and completeness of the information provided.

We may ask questions of you regarding the information provided. You are responsible for providing accurate and complete responses to our questions within a reasonable time. This should not be taken as meaning that we will verify the accuracy and completeness of the information provided.

The taxation law provides you with “safe harbours” from penalties for incorrect or late tax returns if you provide “all relevant taxation information” to us in a timely manner. Failure to discharge the responsibilities described above may mean that you are not eligible for that “safe harbour” protection.

Invoicing and Payment Terms

The fee arrangement is based on the expected amount of time and the level of staff required to complete the services as agreed, as mentioned above. This fee arrangement may be subject to change if any circumstances come to our attention which may have an impact upon the scope of work.

Should this occur we will advise you before commencing the additional work. In addition, we may charge for disbursements and costs we incur on your behalf.

Payment Terms are Strictly 7 days from date of invoice unless alternative arrangements are made. If you fail to pay an invoice on the due date, you hereby unconditionally agree to indemnify us from against our time based on standard hourly rates, all legal and debt collection costs and disbursements that may be incurred by us in the collection or attempted collection of monies owing under the relevant invoice.

Agreement

The information contained in this LETTER OF ENGAGEMENT constitutes the terms between Redlands Accounting and Taxation, and the client.