CASTLEMAINE FINANCIAL SERVICES

Client details form – individual income tax return

Full Name	
Tax File Number	
Date of birth	
ABN (if applicable)	
Address	
Address (postal) (Put 'as above' if the same)	
Telephone contacts	**Mobile:**
	Business Hours (work) :
	After Hours (home):
Email	
Electronic banking Details (for refund if applicable)	**BSB:**
	Account Number:
Occupation	
	Do you run your own business as a sole trader? **YES/NO** **Do you run your own business in a company, trust or partnership?** **YES/NO**
Spouse's full name **(Please include married/de facto/same-sex)**	
Spouse's date of birth	
Spouse's TFN	
Approximate Income (if known)	

Client details continued

Income:

For Items 1 to 12 it is preferable that we see the original documents supplied by employer, centrelink, pension provider, shareholding companies and banks.

1. **Employees – Salary & Wage earners.**
   For each job you had during the 2015/16 tax year you will receive a PAYG Summary.

   YES/NO

2. **Did you receive a retrenchment or lump sum payment?**
   You need the PAYG Summary and/or ETP Certificate for each termination payout.

   YES/NO

3. **Payments from superannuation funds (lump sums & pensions):**
   In most circumstances if you are 60 and over as at 30 June 2016 you will not have to show the income received on your tax return. It is only government (untaxed) super funds that will issue a PAYG Summary for those over 60.
   If you are under 60 you will receive a PAYG Summary from your superannuation fund with details of any tax offsets that may be available.

   YES/NO

4. **Did you receive any Government Allowance/Pension?**
   Examples in this category include newstart, youth allowance, austudy, parent payments & aged pension? We would like to see the statement of income from Centrelink.

   YES/NO

5. **Did you receive Interest Income from any Financial Institution?**
   We need the name of the Bank, the 6 digit BSB number, your account number, the interest amount and the account name. Was any tax withheld because the financial institution did not have your Tax File Number?

   YES/NO

6. **Dividends. Did you receive any dividends for the year from any shareholdings?**
   There are usually two dividends per year. You may be under a reinvestment program with the company, if so you are still required to show the dividends as income.

   YES/NO

7. **Did you receive any income from Investment Funds, Trust or Partnerships?**
   You will receive an annual tax statement from the investment fund. This may not arrive until October/November.

   YES/NO

8. **Did you sell any real estate (other than family home), shares, investment units, businesses and other assets?**

We require all documents in relation to the purchase of the asset.

If the shares are purchased by Dividend Reinvestment, we need all dividend statements. We require the sale contract and all details of all expenses incurred in the sale.

YES/NO

9. **Rental Properties.**

List the property address, the date it was first let, and the number of weeks in the 2015/2016 financial year the property was let.

Income. Collate all information regarding income from Tenants and/or Estate Agents.

Expenses. Collate all information regarding expenses including Agent Fees, Water and Council rates, Insurance, Property Maintenance and Repairs.

Purchases. Please provide details of any major (<300) items purchased for the property as these may be depreciated over time. We need to know the date purchased, description of the item and the amount (including GST) paid.

Loans. We need to know bank charges, amount of the loan, name of the lending institution, amount of interest paid, any borrowing/establishing/switching fees.

Property Purchase.

If you have purchased a new property this year, please document the initial purchase transaction – date, amount paid, expenses at settlement.

YES/NO

10. **Other Income**

Taxable Professional Income , Insurance Bonuses, Allowances not elsewhere included in this checklist. Other non-employment income.

YES/NO

Deductions/Expenses.

It is important that all deductions/expenses are accompanied with appropriate documentation. Eg. Invoice/receipt, log book, diaries.

1. **Motor Vehicle Expenses**.
   If claiming on a business use method, we require the following information: car type, engine capacity, cost, date of purchase, registration number, running costs, business & total kilometres travelled.
   Invoices/Receipts/Log Book **YES/NO**
   If claiming on kilometre basis we need proof of business kilometres travelled (This method can only be used for up to 5000 kilometres).

2. Work related uniform costs, laundry, dry cleaning = full details required.
   Protective clothing, safety clothing, sun protection products.
   Invoices/Receipts
   YES/NO

3. Self-Education Costs. Only if directly related to the earning of income.
   Invoices/Receipts/Diary for Travel
   YES/NO

4. Union Fees and/or costs of memberships of Professional Association.
   YES/NO

5. Stationary, invoice books, mobile phone receipts, equipment purchased for Business usage.
   Invoice/Receipts
   YES/NO

6. Sickness & Accident/Income Protection Insurance.
   Invoice/Receipts
   YES/NO

7. Home Office Expense claim needs to include:
   Calculation of home used for home office (based on floor space).
   Total electricity and Gas paid then calculate @ for home office use.
   Total Telephone/Fax Line/Internet service paid then calculate % of home office use.
   Invoice/Receipts
   YES/NO

8. Interest & Dividend Deductions
   Did you have any deductions or borrowings in regard to income earned in questions 5, 6, 7 & 8
   YES/NO

9. Donations.
   If you have made any donations to tax registered charities, please list the name of the charity and the amount donated.
   YES/NO

10. Tax Preparation Expenses.
Amount paid for the preparation of your 2015 tax return. **YES/NO**

OTHER REBATES:

1. **Private Health Insurance.**
Did you have Private Health Insurance? If so, the information needed:-
The fund name, the account or member number, was the cover for a family, couple or single, was the insurance hospital only or hospital and extras?
Did you receive any rebates against this insurance?
The Health Fund usually produces an annual statement which contains this information.
YES/NO

2. **Tax Offset for Senior Taxpayers.**
If you and your spouse have reached pension age you can claim an extra rebate against your tax payable. This is means-tested as a couple and therefore for anyone making a claim will need to provide: Name, Date of Birth, Tax File Number and Taxable Income of their Spouse. (If we prepares the spouse tax return you can assume we will be able to calculate the taxable income for you).
YES/NO

3. **Superannuation Co Contribution**
In order to receive this you have to advise the ATO that you have made a personal contribution into super. So have you made a personal contribution to super and do you wish to claim co contribution **YES/NO**

ANY OTHER COMMENTS/QUESTIONS ETC. FOR YOUR INTERVIEW:

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Signature:______________________________

Date:_______________