



2011 Tax Return Kit

522 Beaufort Street, Highgate WA 6003,

PO Box 529

Mount Lawley WA 6929

Ph:(08) 9228 7100 Fax: (08) 9228 7199

Email: info@capitalq.com.au Web www.capitalq.com.au

Client Details

Name (Mr / Mrs / Ms / Miss)

Home Address

Postal Address (If different)

Tax File Number: ABN (if applicable):

Medicare number (New):

Telephone: (H) (W) (M)

Email:

Date of Birth:

Marital status: Has this changed from last year?

Occupation: Has this changed from last year?

Do you have a Spouse (including De Facto Spouse)? YES/NO/UNSURE

Spouse's Name:

Spouse's Date of Birth:

Are you an Australian Resident? YES/NO/UNSURE

Please provide your bank account details for payment of your refund (see comments below):

BSB: Account Number:

Account name:

If you are a new client of CapitalQ, was last year's return prepared by a tax agent? YES/NO

(If YES, please provide the previous tax agent's name and address)

Firm name:

Firm contact details:

Do you have any Children or other Dependants? YES/NO

If yes, how many dependants?

Full Names

Dates of birth

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Date: Signature:

(Please note, it is now our standard procedure to have client's income tax refunds paid by the ATO directly into our Client Trust Account. This has proven to increase the speed of receiving refunds but also allows us, where the client agrees per their Engagement Letter, to deduct our fee from the refund and then forward the balance to their nominated account. We can discuss this process further with you, when completing your next income tax return.)

2011 Client tax return checklist

Please circle **YES** or **NO** for each of the items listed below as applicable to your 2011 income tax return and supply evidence or summary information as required (Note: Item numbers relate to the relevant tax return labels):

GENERAL QUERIES

Do you run your own business (including working as a Contractor under an ABN)? YES/NO

Did you sell any assets during the year (excluding private, second hand goods but including property (including your home), shares, managed funds, etc)? YES/NO

Do you own or have an interest in assets located outside Australia valued at more than \$50,000? YES/NO

INCOME – Please provide evidence where possible

1. Salary or wages (Number of Payment Summaries ___?) YES/NO

2. Allowances, earnings, tips, director's fees etc (See Payment Summaries) YES/NO

3. Employer Lump sum payments (See Payment Summaries) YES/NO

4. Employment termination payments (Separate Payment Summary) YES/NO

5. Australian Government allowances & payments like Newstart, Youth Allowance and Austudy) YES/NO

6. Australian Government pensions and allowances YES/NO

7. Taxable Australian superannuation pensions and income streams YES/NO

8. Taxable Australian superannuation lump sum payments YES/NO

10. Interest YES/NO

11. Dividends YES/NO

12. Did you receive any benefits from an employee share acquisition scheme? YES/NO

(If yes, please specify details and provide supporting documentation)

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13. Distributions from partnerships and/or trusts (including Managed Funds & Family Trusts) YES/NO

15. Income or losses from business YES/NO

18. Capital gains YES/NO

20. Foreign source income (including foreign pensions) and foreign assets or property YES/NO

21. Rental income (please complete the CapitalQ Rental Property Worksheet (2011)) YES/NO

24. Other income (please specify) YES/NO

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DEDUCTIONS – Please provide evidence (See 2011 Items of Note)

D1. Work-related car expenses

- cents per kilometre method (max 5,000kms, -1600cc 63cts, 1600-2600cc 74cts, +2600cc 75cts) YES/NO
- log book method (maintained for at least 12 weeks) YES/NO
- one-third of actual expenses method (where more than 5,000kms travelled for work) YES/NO
- 12% of actual cost method (where more than 5,000kms travelled for work) YES/NO

D2. Other work-related travel expenses

Employee domestic travel where a travel allowance was received YES/NO

- If the claim is more than the reasonable allowance rate, do you have receipts for your expenses? YES/NO

Overseas travel where a travel allowance was received YES/NO

- Do you have receipts for accommodation expenses? YES/NO
- If travel is for 6 or more nights in a row, do you have travel records / a diary? YES/NO

Employee where no travel allowance was received YES/NO

- Did you incur and have receipts for airfares? YES/NO
- Did you incur and have receipts for accommodation? YES/NO
- Do you have receipts for a hire car? YES/NO
- Did you incur and have receipts for meals and incidental expenses? YES/NO
- Do you have any other travel expenses? YES/NO

Other work-related travel expenses (please specify) YES/NO

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D3. Work-related uniform and other clothing expenses

Protective clothing YES/NO

Occupation-specific clothing YES/NO

Non-compulsory uniform YES/NO

Compulsory uniform YES/NO

Conventional clothing YES/NO

Laundry (up to \$150 without receipts) YES/NO

Dry cleaning (of a uniform or similar only, dry cleaning of 'Suits' is not deductible) YES/NO

Other claims – mending/repairs, etc (please specify) YES/NO

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Other types of deductions

- D7. Interest deductions (deductions against interest income) YES/NO
- D8. Dividend deductions (deductions against dividend income) YES/NO
- D9. Gifts or donations YES/NO
- D10. Cost of managing tax affairs (including CapitalQ or previous accountant's fees) YES/NO
- D11. Deductible amount of undeducted purchase price of **foreign** pension or annuity YES/NO
- D12. Personal superannuation contributions (for which you wish to claim a tax deduction)..... YES/NO
- Full name of fund Account number.....
- Have you notified the fund of your intention to claim the deduction?..... YES/NO
- Have you received a reply from the fund confirming receipt of your notice?..... YES/NO
- D15. Other deductions (please specify) (ie. Income protection insurance)..... YES/NO
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- L1. Tax losses of earlier income years YES/NO

TAX OFFSETS / REBATES

- T1. Do you have a dependent spouse (without dependent child or student), a housekeeper or a child-housekeeper? YES/NO
- T2. Are you a senior Australian (generally 65 for men, 64 for women on 30 June 2011)? YES/NO
- T3. Do you receive an Age Pension? YES/NO
- T4. Did you receive a Superannuation Pension / Income Stream? YES/NO
- T5. Did you have private health insurance in 2011? YES/NO
- Does it cover - Hospital / Ancillaries / Both (Please circle)
- Have you received the Government 30% Rebate through reduced premiums YES/NO
- T6. Have you incurred expenses for your child's education? YES/NO
- No. of Primary School students? ___ (\$750 expenditure limit each)
- No. of Secondary School students? ___ (\$1,500 expenditure limit each)
- T7. Did you make superannuation contributions on behalf of a spouse? YES/NO
- T8. Did you live in a remote area of Australia or serve overseas with the Australian Defence Force or the UN Armed Forces in 2011? YES/NO
- T9. Did you have net medical expenses over \$2,000? YES/NO
- T10. Did you maintain a parent, spouse's parent or invalid relative?..... YES/NO
- T14. Other tax offsets you believe you may be entitled to (please specify) YES/NO
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INCOME TESTS (Applicable to Family Tax Benefit, etc)

- IT1. Did you receive Reportable Fringe Benefits (See Payment Summaries)? YES/NO
- IT2. Did you receive Reportable Employer Super Contributions (See Payment Summaries)? YES/NO
- IT3. Did you receive any Tax Free Government Pensions? YES/NO
- IT7. Did you pay Child Support during the 2011 income year? (Please provide details)..... YES/NO

OTHER RELEVANT INFORMATION

- M1. Are you entitled to a Medicare levy exemption or reduction in 2011? YES/NO
(If yes, please specify):

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- A1. Were you under the age of 18 on 30 June 2011..... YES/NO

- A2. Did you become an Australian resident at any time during the 2011 income year? YES/NO

or

Did you cease to be an Australian resident at any time during the 2011 income year? YES/NO

- A3. Did you make contributions to super for which you do not wish to claim a tax deduction and for which you hope to claim a Government Superannuation Co-Contribution? YES/NO

Other items -

Did you have a spouse at any time during the 2011 income tax year..... YES/NO

Do you have a HECS/HELP liability or a student supplement loan debt? YES/NO

Did you pay any PAYG Instalments during the 2011 income tax year? YES/NO

Documentation Requirements

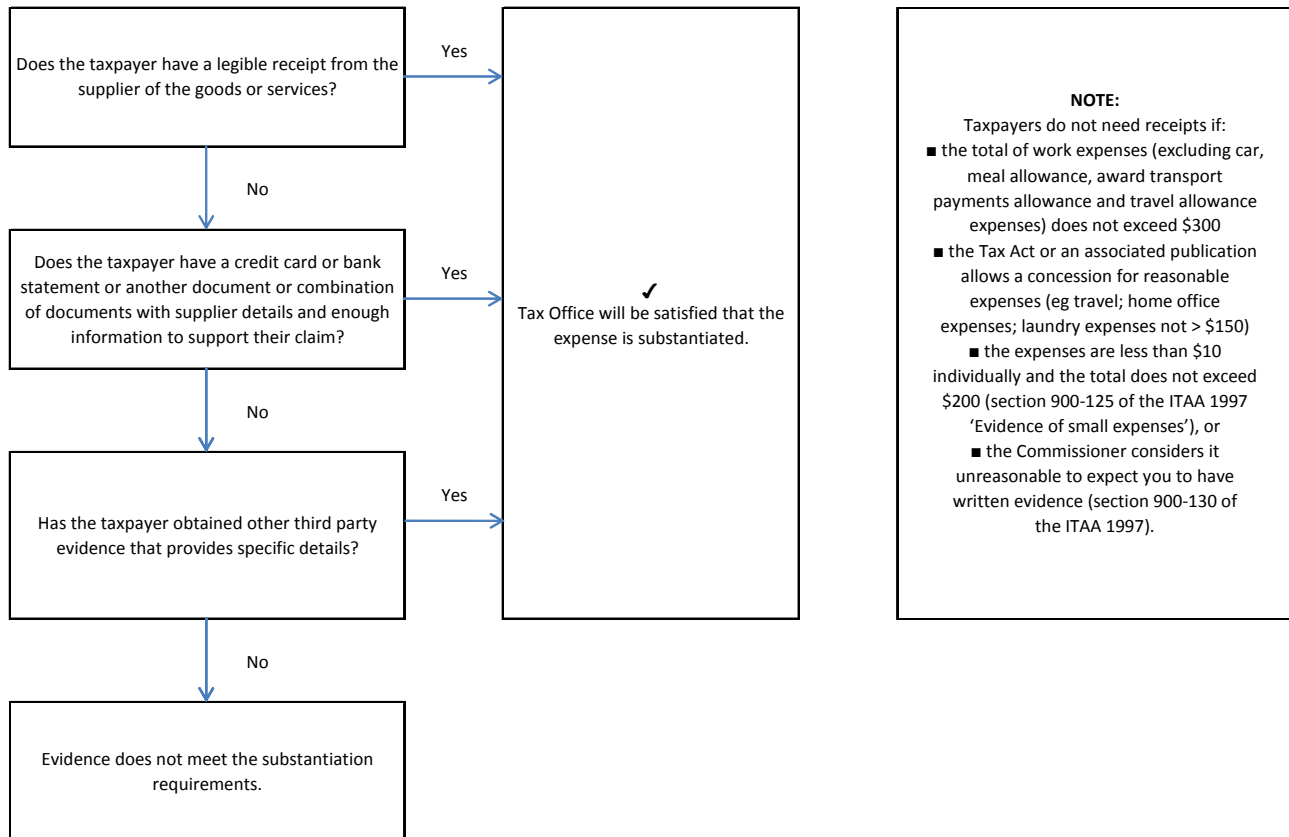
Below is a list of some of the types of documents you may need to provide (if applicable to your circumstances):

- Payment summaries (formally known as Group Certificates).
 - Bank statements for evidencing interest income
 - Dividend statements or summaries
 - Loan statements for deductible interest (e.g. for purchase of rental properties and other income producing assets)
 - Rental property income and expenditure summary (including any real estate agent annual statements)
 - Log book for motor vehicles
 - Summary of business kilometres travelled by car (if no log book)
 - Invoice for fee charged for previous years income tax return preparation (if not from CapitalQ)
 - Managed fund distribution statements
 - Private health fund tax statement
 - Medicare and Private Health Fund expense claim summaries
 - Invoices for children's education expenses
 - Receipts for donations
 - Business records where you conduct your own business
 - Information relating to any partnership or trust distributions received during the year
 - Details of any withdrawals (lump sum or pension) from Superannuation
 - Details of any participation in an Employee Share (or option) Plan or arrangement
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2011 Items of Note:

Documentation Requirements for Work-Related Expenses

Tax Office rules for accepting documentation as sufficient evidence to substantiate the claim where the total of all work expenses exceed \$300



Important information regarding self-assessment

Please note that Australian taxpayers are subject to a self-assessment regime in regards to their taxation obligations. This basically means that **you** are responsible for declaring all of your assessable income, and only claiming deductions and / or rebates to which you are entitled. Your personal responsibility continues to exist, even where CapitalQ assists you in the preparation of your return.

Upon lodgement with the ATO, your tax return is usually accepted without being reviewed, and an assessment notice is issued. However, under the laws of self-assessment, the ATO is generally able to review your claims and increase or decrease the amount of tax payable for up to four years (the review period is only two years for clients with less complicated affairs), or longer where tax avoidance is involved, after you lodge your return.

Please don't hesitate to contact us in the event you have any queries or concerns regarding your obligations and the income tax self-assessment requirements.
