INFORMATION FOR 2011 TAX RETURN CHECKLIST – INDIVIDUAL

For PERIOD 1ST July 2010 to 30th June 2011

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your Tax Return is not due for lodgement before May 2012, please use this checklist to send in your information for the year ended 30th June 2011, and in addition please advise:-:

a. Is your Return required urgently? (In peak period July / December there is a lengthy turnaround)

Yes c No c (refer b.)

b. If your tax return is not required urgently, indicate the period that would be suitable:

9 – 15 weeks c 16 – 24 weeks c Anytime before Due Date c

c. To find your due date or tax file number or any other administration question, please email To find your due date or tax file number or the answer to any other administration question, please contact Belinda Billsborrow, our Client Services Coordinator, via this office or email belinda.billsborrow@rogersonkenny.com.au and your query will promptly be answered

d. For an electronic copy of this or any other checklist, please visit www.rogersonkenny.com.au and see client resources

NAME: ______________________________

OCCUPATION ______________________________

PHONE NO. DAYTIME ______________________________

EMAIL ADDRESS ______________________________

NAMES OF DEPENDENT CHILDREN	DATE OF BIRTH

INCOME

1. PAYG Payment Summaries (Group Certificate)
(including pensions):

Yes c No c

Number of certificates attached ____

2. ***Other Salary income***
(includes any directors' fees, commissions etc.):

____

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3. ***Termination Payments***
(If you received a lump sum termination, please provide the Eligible Termination Statement – ETP Statement):

Applicable Yes c No c

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4. ***Interest*** (money received on your bank accounts)

Name of Bank	Account No.	Total Interest Received $	TFN Withholding $	Is this a Joint Account

5. ***Dividends***
Please provide copies of dividend statements showing income received.

Please note: If you are on the **dividend reinvestment plan (DRP),** which means you don't physically get the money to bank, it is still income and must go in your return

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6. ***Trusts and Partnerships***
(i.e. example of trusts is BT funds, Merrill Lynch, AXA etc.).

Name of trust or partnership – Please provide documents to show income from the funds you list:

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7. ***Capital Gain.***
Did you sell any assets such as shares or property that were acquired after 20 September 1985?

Applicable Yes c No c

If yes, then please provide documentation showing:

§ When it was purchased and its cost Yes c No c

§ Documents on sale / funds received Yes c No c

8. ***Rental Income.***
Please attach details of the amount of rent received and all expenses separated into categories. Please supply settlement sheets and purchase documents if you acquired property after 1st July 2007.

(Rental expenses include but are not limited to: Repairs & Maintenance, Commissions from Agents, Rates & Taxes, Insurance and Interest on Mortgages)

List of rental properties, attach information:

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9. ***Any other income.***
(Please provide details of any other income you received in the financial year that does not fit into any of the above categories.)

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DEDUCTIONS

Please ensure you are able to substantiate all claims, even if less than $300.

Motor Vehicle.

Did you use your own car for business / work purposes through the year?

Yes c No c If yes, please provide one of the following:

Log Book Method – Business % use

(Please ensure you keep a log book for a continuous period of 12 weeks).

Please provide details of all expenses you incurred over the financial year including fuel, repairs / maintenance, registration / insurance etc.

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If you have a loan for the vehicle, please provide details of the interest you paid over the year and the cost of the car. If you have a hire purchase, please provide a copy of the purchase contract.

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If you had a lease for your vehicle please provide details of your lease payments.

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Kilometres Method:

You use your car for work, but have not kept a logbook. Let us know how many kilometres you would have travelled for work. The maximum the ATO allows you to claim is 5000 kilometres.

Kilometres:____

Car Engine Size: (in litres i.e. 1.6 litres):____

1. ***Work Uniform.***

Do you have to wear a logo uniform or protective clothing?

Yes c No c

If yes, were you out of pocket through the year for purchasing any new items? (If so, please provide details).

____

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2. ***Other Work Related Deductions***

- Diary / stationery / work materials ____
- Union fees / professional bodies ____
- Sickness & accident insurance / income protection ______________________________
- Donations / school building fund ____
- Seminar costs or self education ____
- Work Related travel expenses____
- Expenses in relation to the management and upkeep of a share or interest portfolio

____

3. ***Personal Superannuation Contributions***
Did you make any personal contributions into your superannuation fund. this does not include your employer contributions

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4. ***Other.***
(Any costs you incurred that were directly related to your job). Please provide details.

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Note: If you have attended University, now or in the past and are paying off your fees through HECS, please provide us with your HECS statement to include in your return.

Offsets

1) ***Private Health Insurance***:-

Do you have private health insurance? Yes c No c

If yes, please provide us with copy of the health fund statement your health fund sent you after the end of the financial year. This will tell us if you are entitled to a rebate.

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2) ***Spouse***

¨ Did you have a spouse for the full financial year? Yes c No c

¨ Is your spouse dependant (earns less than $6000)? Yes c No c

¨ Does your spouse receive any benefits from Centrelink? Yes c No c

¨ Details of benefits:

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3) ***Superannuation***

a) Have you made any contributions to a superannuation fund on behalf of your spouse?

Yes c No c

If yes, you could be entitled to a rebate if the total of your spouse's assessable income and reportable fringe benefits is under $13,800

Details of contributions if your spouse's total income is under $13,800

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b) Are you self-employed? If yes, please provide details of contributions you made to your superannuation for the financial year.

4) ***Medical Expenses.***
You may be entitled to a rebate if you're out of pocket medical expenses exceed $2000. (This means, if you are in a private health fund, the portion of expenses that you do not get any money back.)

If the total medical expenses exceed $2000, you are entitled to a 20% rebate on the amount over the $2000 threshold.
Please provide a summarised total of your expenses (the out of pocket amounts only).

5) ***Other.***
If you are unsure of the category information belongs, please include details of any other information you would like us to be aware of.