

INCOME TAX RETURN CHECKLIST

Your Details		
Name		
Address		
Postal Address		
Contact Number Mobile		
MOB	AH	BH
Email		
Bank Account – (we can now pay refunds electronically so if you don't want a cheque please provide your bank details)		
Account Title :		
BSB	Account Number	
Did You Know?		
<p>We at Sphere don't just provide Accounting and Taxation services. We can also access Authorised Representatives who work with us to assist you in the following areas:</p>		
<ul style="list-style-type: none"> • Mortgage & Lending services 	<ul style="list-style-type: none"> • Wealth management & protection 	<ul style="list-style-type: none"> • Life and income protection insurance
<u>Income Protection Insurance</u>		
<p>Imagine you stopped getting paid tomorrow. How long would you be able to cope financially?</p> <p>Income protection insurance is worth considering for all working people. It can pay a proportion of your salary for a while if you're temporarily unable to work because of sickness or injury.</p> <p>The length of time you receive payments depends on the contract term; for example two years, five years, or up to age 60 or 65; it varies depending upon the amount of cover you are willing to pay for.</p> <p>As for the premiums they are generally tax deductible.</p> <p>Sphere can assist you in find the most appropriate and affordable cover for you.</p>		
<u>Got a Mortgage??</u>		
<p>Is it Time to Review your Loans - does yours suit you the best</p> <p>A mortgage broker is your home loans expert.</p> <p>In most cases, lending is all they do and they can give you professional advice to match your needs with a suitable lending solution. Given that a home loan is probably the biggest expense you will ever have, it pays to get the best advice possible</p> <p>We have access to a huge range of loan providers at interest rates equal or better than the big banks so we can help you source the best possible loan to suit your circumstances.</p>		
<u>What about Wealth Creation and Retirement Planning?</u>		
<p>Financial planners can help you to achieve your financial goals and dreams throughout life:</p> <ul style="list-style-type: none"> • Plan to achieve major objectives, such as home ownership, children's education and higher education, travel, and probably the most important of all – a comfortable retirement. • Achieve your financial targets in the most effective manner by minimising tax and ensuring you benefit from any government concessions on offer. • Select the most appropriate investments to achieve your objectives. <p>So if you've been thinking about your financial future we at Sphere can help.</p>		

INCOME TAX RETURN CHECKLIST

Income		Yes	No	?
1.	Salary and Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Allowances, Benefits and Other Salary and Wages Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Lump Sum Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Employment Termination Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Australian Government Allowances and Payments (e.g. Newstart/Youth Allow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Other Australian Government Pensions and Allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Australian Annuities and Superannuation Income Streams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Australian Superannuation Lump Sum Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Attributed Personal Services Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Gross Interest <i>(From Banks, Building Societies etc If yes, please provide details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Dividends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Employee Share Schemes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Income from a Trust or Partnership			
14.	Capital Gains or Losses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you sold or disposed of any assets? Please provide the information for each asset sold: Note: The description of assets is very broad and includes but is not limited to the following: Shares, options, futures, units, property or other personal assets that have been sold.</p>				
15.	Foreign Income (include Foreign Pensions, Property sales or earnings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Rental Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>For first year claims – settlement statement, purchase contract including depreciation schedules, advice from vendor regarding historical construction costs, description and cost of all capital expenditure since purchase.</p> <p>The following expenses are generally deductible: advertising for tenants, agent’s commission and letting fees, rates, repairs and maintenance, insurance, body corporate fees, borrowing expenses, interest, depreciation of furniture and fittings, travelling exclusively to inspect the property.</p>				
17.	Business Income & Expenditure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you carried on a business during the year? If yes, please provide details of income and expenditure relating to your business activity.</p>				

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Work Related Expenses		Yes	No	?												
18.	Motor Vehicle Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>Have you incurred any motor vehicle expenses relating to your work? Do you have a current logbook (i.e. kept for 12 continuous weeks during the past four years)? Will your employer verify your claim? If yes, please provide the business percentage ascertained from your logbook as well as total expenses for fuel and oil, interest, leasing, registration, insurance, repairs and maintenance</p> <p><i>Note: Business kilometres are kilometres travelled in relation to earning income but exclude travel between home and work even if the trip is made more than once a day. Picking up the mail on the way to work or home cannot be included. The exception to this home to work rule is if your vehicle is required to carry bulky tools or equipment or your home is your base of employment. Please contact us to discuss if you have any queries regarding this claim.</i></p>																
19.	Travel Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<p><i>Note: The following details are required to be kept: nature of the activity, the date and approximate time when the activity began and how long it lasted, and where the activity took place. If a detailed itinerary was provided this provides an adequate travel diary.</i></p>																
20.	Work Related Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>A claim can be made for the cost of buying, renting, repairing or cleaning Occupation Specific Clothing, Protective Clothing and Work uniforms.</p>																
21.	Self Education Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>Did you complete any self-education courses? Will this course help you earn additional income from your current job or obtain formal qualification in your current employment field? Is there a direct connection between your self-education and your current work activities?</p> <p>If you answered yes to these questions you will be able to claim expenses that may be claimed include textbooks, stationery, student union fees, travel and depreciation (e.g. computer, home office furniture etc). Also provide details of travel expenses from university to home.</p> <p><i>Note: Payment of HELP, HECS, SFSS, Open Learning fees or AUSTUDY loan repayments are not tax deductions.</i></p>																
22.	Other Work Related Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>Did you incur any of the following expenses: <i>If yes provide details of:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Union Fees?</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Have you purchased, insured or repaired equipment used for work related purposes?</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Have you paid for meals when working overtime? <i>Note: You can only claim these expenses if you received an overtime meal allowance.</i></td> <td style="padding: 5px;"><input type="checkbox"/> Have you incurred telephone expenses for work related telephone calls?</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Do you use your computer for work related purposes? If so, have you purchased any hardware or software?</td> <td style="padding: 5px;"><input type="checkbox"/> Have you purchased books, journals and professional texts?</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Have you attended and paid for seminars, conferences and other training?</td> <td style="padding: 5px;"><input type="checkbox"/> Costs of sunscreen lotions, hats and sunglasses?</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Do you wish to claim a percentage of use of home office expenses for income producing activities?</td> <td style="padding: 5px;"><input type="checkbox"/> Have you paid any subscriptions to professional associations or bodies?</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Have you paid for any formal education provided by a professional organisation?</td> <td style="padding: 5px;"><input type="checkbox"/> Have you paid Sickness and Accident or Income Protection Insurance premiums?</td> </tr> </tbody> </table>					<input type="checkbox"/> Union Fees?	<input type="checkbox"/> Have you purchased, insured or repaired equipment used for work related purposes?	<input type="checkbox"/> Have you paid for meals when working overtime? <i>Note: You can only claim these expenses if you received an overtime meal allowance.</i>	<input type="checkbox"/> Have you incurred telephone expenses for work related telephone calls?	<input type="checkbox"/> Do you use your computer for work related purposes? If so, have you purchased any hardware or software?	<input type="checkbox"/> Have you purchased books, journals and professional texts?	<input type="checkbox"/> Have you attended and paid for seminars, conferences and other training?	<input type="checkbox"/> Costs of sunscreen lotions, hats and sunglasses?	<input type="checkbox"/> Do you wish to claim a percentage of use of home office expenses for income producing activities?	<input type="checkbox"/> Have you paid any subscriptions to professional associations or bodies?	<input type="checkbox"/> Have you paid for any formal education provided by a professional organisation?	<input type="checkbox"/> Have you paid Sickness and Accident or Income Protection Insurance premiums?
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Other Deductions			
	Yes	No	?
23. Bonuses from Life Insurance Companies etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Forestry Managed Investment Scheme Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Personal Income Protection Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Offsets			
26. Private Health Insurance Were you a member of a private health fund(s)? Please provide the Annual Private Health Insurance Statement provided by the health fund(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Invalid and Invalid Carer Do you look after a spouse, parent or child who is an invalid? If so, please provide details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Zone Rebate You may be able to claim a tax offset if you lived in a remote area or served in defence forces overseas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Net Medical Expenses OOP (out of pocket) Do you have any out of pocket expenses relating to disability aids, attendant carers or aged care If yes then please provide details of any Out of Pocket (OOP) expenses for 2016 (after Health and Medicare rebates) <i>Please note</i> You cannot claim medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONLY AGED CARE & DISABILITY AIDS ARE ELIGIBLE FOR OOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Information Required			
<ul style="list-style-type: none"> • Did you marry during the 2016 income year? YES / NO If so, what date did you marry? <i>(We will require full details on your spouse – Name DOB and their taxable income for the year)</i> 			
<ul style="list-style-type: none"> • Did you or your spouse make any donations (\$2 and above) ? YES / NO If so please provide details of charity name and amount donated 			
<ul style="list-style-type: none"> • Did you pay child support during the 2016 income year? YES / NO If so how much? \$..... 			
<ul style="list-style-type: none"> • Did your spouse (if any) receive any superannuation lump sum payments? YES / NO If so how much \$ 			
<ul style="list-style-type: none"> • Do you have a HECS/HELP debt? If so how much \$ 			YES / NO