

## Client Details Form

### 2018 Individual Income Tax Return

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



Deductions – Please provide evidence	Yes	No	Unsure
<b>D1. Work related car expenses</b>			
• Cents per kilometre method (up to a maximum of 5,000 kms)			
• Log book method			
<b>D2. Work related travel expenses</b>			
<b>Employee domestic travel with a reasonable travel allowance</b>			
• If the claim is more than the reasonable travel allowance rate, do you have receipts for your expenses?			
<b>Overseas travel with a reasonable travel allowance</b>			
• Do you have receipts for accommodation expenses?			
• If travel is for 6 or more nights in a row, do you have travel records (e.g. a travel diary)?			
<b>Employee travel without a reasonable travel allowance</b>			
• Did you incur and have receipts for airfares?			
• Did you incur and have receipts for accommodation?			
• Did you incur and have receipts for hire cars (if applicable)?			
• Did you incur and have receipts for airfares?			
• Did you incur and have receipts for meals and incidental expenses?			
• Do you have any other travel expenses?			
Other work-related travel expenses (e.g. a borrowed car, public transport)			
<i>(Please Specify)</i>			
<b>D3. Work-related uniform and other clothing expenses</b>			
• Protective Clothing			
• Occupation Specific Clothing			
• Non-compulsory uniform			
• Compulsory uniform			
• Conventional clothing			
• Laundry expenses (up to \$150 without receipts)			
• Dry cleaning expenses			
• Other claims such as mending/repairs, etc. (please specify)			

Deductions (Continued) – Please provide evidence	Yes	No	Unsure
<b>D4. Work related self-education expenses</b>			
<b>Course taken at educational institution:</b>			
• Union fees			
• Course fees			
• Books, stationery			
• Travel			
• Other (Please specify)			
<b>D5. Other Work-related expenses</b>			
• Home Office Expenses			
• Computer and software			
• Telephone/mobile phone			
• Tools and equipment			
• Subscriptions and union fees			
• Journals or periodicals			
• Depreciation			
• Sun protection products (i.e. sunscreen and sunglasses)			
• Seminars and courses not at an educational institution			
• Any other work-related deductions (please specify)			
<b>Other Types of Deductions</b>			
D6. Low value pool deduction			
D7. Interest deductions			
D8. Dividend deductions			
D9. Gifts or donations			
D10 Cost of managing tax affairs			
• Interest charged by the ATO (e.g. including SIC and GIC)			
• Litigation costs			
• Other expenses incurred in managing tax affairs			
D11. Deductible amount of undeducted purchase price of a foreign pension or annuity			

Deductions (Continued) – Please provide evidence		Yes	No	Unsure
D12. Personal superannuation contributions				
Full name of fund _____	Account Number: _____			
Fund ABN: _____	Fund TFN: _____			
<ul style="list-style-type: none"> <li>Have you provided the fund a notice of intention to deduct the contribution?</li> </ul>				
<ul style="list-style-type: none"> <li>Has this notice been acknowledged by the fund?</li> </ul>				
Other types of deductions (continued)				
D13. Deduction for project pool				
D14. Forestry managed investment scheme deduction				
D15. Other deductions (please specify)				
L1. Tax losses of earlier income years				

Tax offsets/rebates – Please provide evidence		Yes	No	Unsure
T1. Are you a senior Australian or pensioner?				
T2. Did you receive an Australian superannuation income stream?				
T3. Did you make superannuation contributions on behalf of your spouse?				
T4. Did you live in a remote area of Australia or serve overseas with the Australian Defence Force or the UN armed forces in the 2018 income year?				
T5. Did you have net medical expenses for disability aids, attendant care or aged care in the 2018 income year?				
T6. Did you maintain a dependant who is unable to work due to invalidity or carer obligations in the 2018 income year?				
T7. Are you entitled to claim the landcare and water facility tax offset?				
T8. Are you involved in an early stage venture capital limited partnership?				
T9. Are you an early stage investor in an early stage innovation company?				
T10. Are you entitled to any other non-refundable tax offsets? (Please specify below)				
T11. Are you entitled to any other refundable tax offsets? (Please specify below)				

Other relevant information – Please provide evidence	Yes	No	Unsure
A. Are you entitled to the Medicare levy exemption or reduction in the 2018 income year?			
If yes, please specify: _____			
B. Did you and your spouse/dependants have private health insurance in the 2018 income year? <i>(If yes, please provide the annual statement received from your health fund)</i>			
C. Were you under 18 years old on 30 June 2018?			
D. Did you become an Australian tax resident at any time during the income year?			
E. Did you cease to be an Australian tax resident at any time during the income year?			
F. Did you make a non-deductible (non-concessional) personal super contribution?			
G. Do you have a HELP liability, Student Financial Supplement Loan debt, Student Start-Up Load debt or Trade Support Loan debt?			
H. Are you a working holiday maker in Australia on a 417 (working holiday) visa or 462 working holiday visa?			
I. Did a trust or company distribute income to you in respect of which Family Trust Distribution Tax (FTDT) was paid by the trust or company? <i>(Please specify below)</i>			
J. Do you have a loan with a private company at 30 June 2018 or has such a loan amount been forgiven in the 2018 income year? Has a private company made a payment to you in the 2018 income year (other than a dividend)? <i>(Please specify below)</i>			
K. Did you receive any benefit from an employee share acquisition scheme?			
L. Family Tax Benefit ('FTB'):			
• Did you have care of a dependent child in the 2018 income year?			
• Did you or your spouse receive FTB through the Department of Human Services in the 2018 income year?			
Income Tests information			
• Do you have any reportable fringe benefits amounts in the 2018 income year?			
• Do you have any reportable employer superannuation contributions in the 2018 income year?			
• Did you receive any tax-free government pensions in the 2018 income year?			
• Did you receive any target foreign income in the 2018 income year?			
• Did you have a net financial investment loss in the 2018 income year?			
• Did you have a net rental property loss in the 2018 income year?			
• Did you pay child support in the 2018 income year?			
• Number of dependent children?			

