

## PERSONAL DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_

Contact Ph: \_\_\_\_\_

Occupation: \_\_\_\_\_

DOB: \_\_\_\_\_

Bank Details for Refund Deposit - **MUST COMPLETE**

BSB: \_\_\_\_\_

Act No: \_\_\_\_\_

Method of payment (circle)

CASH  VISA  DEDUCTION  DIRECT CREDIT

## INCOME

**Did you receive any income relating to:**

- Salary & Wages - Attached? Y  \$ \_\_\_\_\_
- Centrelink/Other pensions - Attached? Y  \$ \_\_\_\_\_
- Interest or dividends - see reverse of page Y  \$ \_\_\_\_\_
- Trusts/managed funds - Attached? Y  \$ \_\_\_\_\_
- Capital Gain from sale of assets- Attached? Y  \$ \_\_\_\_\_
- Foreign source income - Attached? Y  \$ \_\_\_\_\_
- Rental income and expenses - Attached? Y  \$ \_\_\_\_\_
- Life assurance bonuses - Attached? Y  \$ \_\_\_\_\_
- Business Income - Attached? Y  \$ \_\_\_\_\_
- Other Income - Attached? Y  \$ \_\_\_\_\_
- Did you sell your home? Y

## DEDUCTIONS

### Work related car expense claims

Kilometre Claim - number of kms (<5,000) # \_\_\_\_\_ kms

Percentage claim for work use (Log Book) \_\_\_\_\_%

Interest on Loan \$ \_\_\_\_\_

Repairs & Services \$ \_\_\_\_\_

Loan / Lease Payments \$ \_\_\_\_\_

Car Washes \$ \_\_\_\_\_

Fuel \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Registration, insurance & RACV \$ \_\_\_\_\_

### Work related travel expenses

Travel \$ \_\_\_\_\_ Car Hire \$ \_\_\_\_\_

Accommodation \$ \_\_\_\_\_ Toll Fees \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_ Parking \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Work related uniform & other clothing expenses

Protective Clothing \$ \_\_\_\_\_

Uniforms \$ \_\_\_\_\_

Protective or Nonslip Footwear \$ \_\_\_\_\_

Gloves, Aprons, etc. \$ \_\_\_\_\_

Laundry \$ \_\_\_\_\_

Dry Cleaning \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Work related self education expenses

Name of course and institution: \_\_\_\_\_

Course Fees (HELP is not deductible) \$ \_\_\_\_\_

Student Union Fees \$ \_\_\_\_\_

Books \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Stationery \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## DEDUCTIONS

### Other Work Related Expenses

Power & Gas for working at home (\_\_\_\_\_% ) \$ \_\_\_\_\_

No. of hours working at home (\_\_\_\_p/w)

Computer and Software expense (\_\_\_\_\_% ) \$ \_\_\_\_\_

Internet Charges (\_\_\_\_\_% ) \$ \_\_\_\_\_

Telephone – Home (\_\_\_\_\_% ) \$ \_\_\_\_\_

Telephone – Mobile (\_\_\_\_\_% ) \$ \_\_\_\_\_

Stationery \$ \_\_\_\_\_

Tools and Equipment \$ \_\_\_\_\_

Subscriptions \$ \_\_\_\_\_

Seminars and Short Courses \$ \_\_\_\_\_

Journals / Periodicals \$ \_\_\_\_\_

Sunscreen / Sunglasses / Hats \$ \_\_\_\_\_

Union Fees \$ \_\_\_\_\_

Accident & Sickness Insurance \$ \_\_\_\_\_

Business Diary \$ \_\_\_\_\_

Overtime Meals (claim against allowance) \$ \_\_\_\_\_

Travel Allowance (No. of days) (\_\_\_\_\_) \$ \_\_\_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

### Deductions against investment income

Loan Interest \$ \_\_\_\_\_

Bank Fees, Computer, Books etc. \$ \_\_\_\_\_

Investment Advice Fees \$ \_\_\_\_\_

Personal Superannuation Contributions \$ \_\_\_\_\_

Have you attached confirmation from superfund? Y

### Other Expenses

Tax Agents Fees \$ \_\_\_\_\_

Total Kilometres travelled for preparation of tax # \_\_\_\_\_ kms

### Gifts or Donations

Did you contribute at least \$10 to bucket collections Y

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

