



**Peter Mulcahy Public Accountants**  
 305 Gray Street, Hamilton. Vic. 3300  
 Telephone 03 55712774  
[www.petermulcahy.com.au](http://www.petermulcahy.com.au)

**Taxation return Checklist 2011**

The following information is required to complete your 2011 taxation return and also provide additional financial assistance if required. Please complete and provide as much information as possible. Once you have the required information and completed the checklist, either send the information to us or make an appointment to complete your tax return

Name: \_\_\_\_\_ Date of Birth: / /

Address: \_\_\_\_\_ Tax File No: / /

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

email: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you an Australian Resident for tax purposes? YES  No  Are you in Australia on a Visa? YES  NO  Visa type?

**Bank Account details for direct deposit of your refund:**

Account name: \_\_\_\_\_

Bank: \_\_\_\_\_ BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

INCOME DETAILS - PLEASE ATTACH THE FOLLOWING INFORMATION	Information Provided	Not Applicable
Salary & Wages (attach PAYG Summaries for the 2011 financial year)	✓	✓
Eligible Termination Payments (attach ETP statements)		
Newstart, Youth Allowance, Austudy or other Allowances (attach PAYG Summaries)		
Aust Government Pensions (attach PAYG Summaries)		
Other non Government Australian Pensions and Annuities (attach Statements)		
Other Pensions or Annuities (attach summary statements)		
Interest Income Received (attach Bank & Term Deposit Statements)		
Dividends Received (attach Dividend Statements)		
Income from Partnerships & Trusts (attach statements) (including Managed Fund Annual Tax Summary Statements)		
Net Income or Loss from Business (include full details of Income & Expenditure)		
Sale of Shares (include all Purchase & Sale details i.e. Contract Notes)		
Sale of Managed Funds (include all Purchase & Sale details i.e. Contract Notes)		
Sales of Real Estate (include all Purchase & Sale details i.e. Contract Notes)		
Sale of Other Assets (include all Purchase & Sale details i.e. Contract Notes)		
Foreign Income (include all related documentation)		
Rental Property Income & Expenses (please complete a Rental Property schedule for each property)		
Other Income (Please provide details)		

**OTHER INFORMATION**

Private Health Insurance (attach Private Health Insurance Tax Summary)		
HECS/HELP Liability (attach HECS statement)		
Student Loan (attach SFSS statement)		
Payslip(s) (please attach the most recent payslip you have received)		
Superannuation (please attach the most recent statements received)		
Personal Insurance (attach most recent statements received for life, trauma, TPD, and income protection insurance)		

Spouse Name: \_\_\_\_\_ Date of Birth: / /

Tax File No: \_\_\_\_\_ Taxable Income: \$ \_\_\_\_\_

**Family Tax Benefit Entitlement (if not previously provided)**

Children(s) Names: _____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /
_____	Date of Birth: / /



**WORK RELATED EXPENSES**

**WORK RELATED CAR EXPENSES**

Make Model & Year	Engine capacity (cc's)	Rego No	Car cost price \$

If you are using the logbook method please also provide the following details:

Type of expense	Total expense \$	Work % c	Amount claimed	Invoice / receipt Y / N
Total kms travelled	a			
Total work kms travelled	b			
Work related % = ((a / b) = c)	c			
Fuel and Oil				
Lease payments				
Interest				
Insurance				
Registration & 3rd Party insurance				
Repairs				
Services				
Tyres & Battery				
Other				

Please explain how your car is used for work related purposes:  
(refer to our website for an explanation of how cars can be claimed)

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**WORK RELATED TRAVEL**

Type of Expense	Amount Claimed \$	How is this travel expense work related	Invoice / receipt Y / N

**UNIFORM, OCCUPATION SPECIFIC OR PROTECTIVE CLOTHING AND LAUNDRY EXPENSES**

Type of Expense & how it is work related	Amount Claimed \$	Protective Clothing	Compulsory Uniform	Invoice / receipt Y / N

**SELF-EDUCATION EXPENSES**

Please give details of course and how it relates to your current work activities:

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Type of Expense	Amount Claimed \$	Description	Invoice / receipt Y / N

**OTHER WORK RELATED EXPENSES**

Type of Expense	Amount claimed	How is this expense work related?	Invoice / receipt Y / N
Books & Journals			
Computer costs			
Home office			
Internet access			
Memberships			
Mobile Phone			
Telephone - Home			
Seminars			
Subscriptions			
Union Fees			
Other			

**Donations**

Charity Details	Amount Claimed \$	Receipt Y/N

**Sundry**

Details	Amount Claimed \$	Invoice / receipt Y / N

**Other Claims**

Claim	Amount \$	Additional Details	Invoice / receipt Y / N

**Education Expenses Tax Refund**

Child Name:	Primary / Secondary	Full / Part Year	Eligible Expense Claimed	Amount \$	Invoice / receipt Y / N

**Declaration:**

I declare that the information I have provided is true & correct, and that I hold the necessary written evidence to support my work related deductions. I have made the necessary enquiries to ensure all expenses listed are deductible.

Signature: \_\_\_\_\_

Date: / / 201



**IPA** INSTITUTE OF PUBLIC ACCOUNTANTS

If you are not using Rent Manager software please complete this worksheet for each property you rent out.

**RENTAL PROPERTY WORKSHEET FOR THE 2011 FINANCIAL YEAR**

(Please refer to our website for information regarding your obligations with rental property claims)

Taxpayers name(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_ Property number: \_\_\_\_\_

Date that you property first produced income: 

/
/
/

  
 The number of weeks your property was rented out: 

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If property was purchased or sold during the year, please provide purchase & sale contracts

Was there any private use of the Property: Yes / No

Income	Amount	Details ( if any)
Gross Rental Income		
Other Related Rental Income (e.g. Insurance Recoup)		
TOTAL INCOME		

**Less EXPENSES**

Advertising to tenants		
Body Corporate Fees		
Borrowing Expenses		
Cleaning		
Council Rates		
Capital allowances (depreciation on plant)		
Gardening / lawn mowing		
Insurance		
Interest on loan(s) (Please provide Loan Statements)		
Loan Account Number:		
Land Tax		
Legal Fees		
Pest Control		
Property agent fees / commission		
Repairs and maintenance		
Capital works deductions (special building write off)		
(2.5% x \$ )		
Stationery, telephone, postage		
Travel expenses		
Water charges		
Sundry rental expenses		
TOTAL RENTAL PROPERTY EXPENSES		
Less: Private component		
How is this calculated?		
NET RENTAL INCOME/LOSS		

**Travel details:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_