

PERSONAL INCOME TAX CHECKLIST

FOR YEAR ENDED 30TH JUNE 2015



Title				Tax File Number			
Surname				Date of Birth			
First Name				Work Telephone	()		
Other Name/s				Mobile Telephone			
Preferred Name				Home Telephone	()		
Occupation (not Title)							
Home Address				Mailing Address			
Suburb				Suburb			
State		Postcode		State		Postcode	
Country				Country			
E-mail Address							

Spouse (Full Name)	Date of Birth	Tax File Number	Income

(Note: If you had more than one spouse during 2014/15, then please provide details)

Children (Full Names)	Date of Birth	Tax File Number	Income

Family Tax Benefit Have you received direct FTB payments for the whole year between 1 July 2014 and 30 June 2015? ☐ YES
 (Note: If you do not know, then please call the Family Assistance Office on 13-61-50 before answering the question) ☐ NO

Power of Attorney			
E-mail Address		Contact Telephone	()
Mailing Address		Suburb	
		State	Postcode

Tax Refund by Electronic Funds Transfer (EFT)			
Account Name			
BSB Number (6 digits)		Account Name	

AUTHORITY / PRIVACY DECLARATION

Please note: We are unable to prepare income tax returns for clients who have not completed this authority.

I hereby authorise Key Solutions Group to prepare my income tax return for the year ended 30 June 2015 from the information that I have supplied and in accordance with my instructions. For this engagement I agree to the basis of your fees as set out on the back page hereof. I also authorise the obtaining or verification of tax-related details from my bankers or my financial advisor should this be required for your purposes.

Name:

Dated: Signature of Taxpayer

2015 PERSONAL INCOME TAX WORKSHEET

SALARIES & WAGES (including Employer Lump Sum payments and Employment Termination payments)

Employers Name	Gross Earnings	Tax Deducted from Earnings

We need a copy of your PAYG payment summary or statement of income including ETP statements.

ALLOWANCES / GIFTS / HONORARIUMS / DIRECTORS FEES / CASUAL EARNINGS

Received from	Gross Earnings	Tax Deducted

We need a copy of your payment summary or statement of allowances.

GOVERNMENT PENSIONS & ALLOWANCES (e.g. Age Pension, Newstart, Austudy, Youth Allowance, etc.)

Received from	Gross Earnings	Tax Deducted

We need a copy of your Payment Summary or statement of pensions/allowances

OTHER AUSTRALIAN PENSIONS & ANNUITIES (incl. Superannuation Pensions)

Received from	Gross Earnings	Tax Deducted

We need a copy of your Payment Summary or statement of allowances, including details of rebate / UPP amounts.

INTEREST INCOME

Name of Financial Institution	Account Number	Your Share of Interest	Your Share of TFN Tax Deducted
Deductions Related to Interest Income			
Details			Amount
Bank Charges			

Please ensure you include all interest credited to your account up to 30 June 2015.

DIVIDENDS

Name of Company	Date Received	Your Share of Unfranked Dividends	Your Share of Franked Dividends	Your Share of Imputation Credits	Your Share of TFN Tax Deducted
Deductions Related to Dividends Income					
Details					Amount
Interest on Investment Loan					

Please ensure you include all dividends including dividend re-investment. Most companies pay two dividends each year.

EMPLOYEE SHARE SCHEMES

Name of ESS Company	Number of ESS shares granted	Value of ESS shares granted

Please ensure you include all documentation pertaining your involvement in the Employee Share Scheme.

2015 PERSONAL INCOME TAX WORKSHEET

OTHER INVESTMENT INCOME - Trusts, Public Funds (e.g. BT, Navigator, Perpetual, etc)

1. Provide copies of your Annual Tax Statements (for year ending 30 June 2015) from public fund investments.
2. Include the Capital Gain Tax Statement if you are provided with one from your fund/s.
3. If you are a beneficiary of a private trust, provide a copy of the distribution statement from the trust tax return.
4. Check our *Capital Gains Worksheet* regarding capital tax issues on the sale of assets.

REFER TO SUPPLEMENTARY WORKSHEETS FOR THE FOLLOWING:

- Work Related
- Rental Property
- Foreign Income
- Motor Vehicle
- Capital Gains
- Business Checklist

DONATIONS AND GIFTS MADE TO CHARITIES (Receipts must be marked tax deductible & include your name)

Name of Charity, Aid or Cultural Fund	Date Paid	Donation Amount	Your Claim

TAX AGENT FEES (for tax agent fees actually paid in 2014/2015) – including postage & travel

Name of Tax Agent	Amount

PRIVATE HEALTH INSURANCE DETAILS (Please provide Private Health Insurance Tax Statement)

Health Fund ID	Membership Number	Period Covered	Ancillary, Hospital or Combined

MEDICAL EXPENSES TAX OFFSET

You may be eligible for this tax offset if you received the offset on your 2014 income tax assessment. Please provide information below if such expenditure (net of Medicare and private health fund reimbursements / rebates) exceed:

(a) \$2,218 if your adjusted taxable income is = or < \$90,000 for single or \$180,000 for family; or

(b) \$5,233 if your adjusted taxable income is > \$90,000 for single or \$180,000 for family.

Gross Medical Expenses	Refunds from Medicare etc.	Net Medical Expenses

SUMMARY OF SUPERANNUATION CHANGES

From 1 July 2014 members need to be aware:

- Super will be paid tax-free once you reach age 60;
- New limits on contributions exist;
- There are significant implications of not providing your TFN to your super fund; and
- There are incentives to remain in the workforce and/or leave your money in super until at least age 60.

Contribution Limits

Personal Contributions - the amount of 'after-tax' contributions you can pay into super will be capped at \$180,000 for 2014/15. If you are under 65 years of age, the \$180,000 limit can be averaged over a three year period to make a larger one-off payment of up to \$540,000.

If you are aged between 65 and 74 you need to meet a 'work test' of 40 hours of gainful employment within a 30 day period in the financial year in which you contribute.

Employer Contributions (including salary sacrifice) and any other contributions for which you intend to claim a tax deduction will have an annual limit of \$30,000. A temporarily increased annual limit of \$35,000 applies if you are 49 years or over on the last day of the previous financial year (i.e. 30 June 2014).

2015 PERSONAL INCOME TAX WORKSHEET

Deadline for tax returns

For Tax Agents, the ATO allows generous automatic extensions beyond the normal deadline of **31st October** for lodging client tax returns. However, to avoid new penalties of up to **\$550** (incl GST) for late lodgement of tax returns, we ask that you submit your information to us by **31st December 2015**.

Modern Communications at KSG

While we have not yet reached the 'paperless office' ideal, we are gradually converting all our client communications into electronic format. For example, all client tax returns are stored on our secure server and backed up daily. All outgoing correspondence is produced by computer and most incoming mail is scanned the day it arrives. If you do not want your records kept in this manner please let us know. Our tax worksheets in future will come to you via e-mail, unless you do not have this facility.

Supplementary Worksheets

We have separate worksheets for the following:

- Rental Property
- Capital Gains
- Foreign Income
- Motor Vehicle
- Work Related
- Business Checklist

Please e-mail us if you require a copy.

Key Solutions Group Policy on Fees & Charges

We aim to provide a cost-effective tax preparation service and to enable clients to consider in advance our billing policies. Our professional fees range from \$70/hr to \$330/hr* depending on the level of expertise required. Completing our Worksheets can help reduce your costs. (* plus GST)

Financial Planning Services

KSG is able to provide you with many financial advisory services. These include:

- Estate planning
- Home loans
- Investment advisory services
- Leasing for equipment & vehicles
- Personal insurance
- Business and investment loans
- Investment reviews and planning
- Rental property investment analysis

Our experienced team can help you manage your finances, plan for your retirement and invest your assets on a fee for service basis.

GENERAL INFORMATION (OPTIONAL)

To enable KSG to look after your financial security please complete the following:

1. Do you have a Savings Plan in place NO / YES

Invested into \$..... per month

If NO, Would you like us to recommend an effective investment product to allow you to benefit from the strong market conditions? NO / YES

2. Do you have:

a. Home Loans NO / YES Balance \$..... Interest Rate

b. Superannuation NO / YES Balance \$.....

Name of Fund

Invested in Growth / Balanced / Capital Secured / Other

c. Life Insurance NO / YES

Name of Insurer Sum Insured

d. Income Protection Insurance NO / YES

Name of Insurer Sum Insured

e. Investments in Managed Funds NO / YES

Fund Name Approx Value:

Fund Name Approx Value:

Fund Name Approx Value:

f. Investments in Real Estate NO / YES

Address of Property Approx Value:

Address of Property Approx Value:

g. Investments in Shares NO / YES

Share Name Approx Value:

Share Name Approx Value:

Share Name Approx Value:

Share Name Approx Value: