

# FMW ACCOUNTANTS PTY LIMITED

INCOME TAX RETURN DATA COLLECTION SHEET  
YEAR ENDED 30 JUNE 2018



Mr/Mrs/Ms/Miss \_\_\_\_\_

SURNAME: \_\_\_\_\_

First Name: \_\_\_\_\_ **8 UNY.** \_\_\_\_\_

Middle Name[s]: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Address [Street]: \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Do you own this property? If so: Market Value: \$ \_\_\_\_\_ Loan: \$ \_\_\_\_\_

Are you thinking of purchasing another property for rental or owner occupied or renovating?

Is your interest rate the best available?

Have you considered fixing your loan?

Are you sure your loan structure is correct and you are claiming the maximum interest deductions?

\*\*Would you like our Mortgage Consultant to contact you for a FREE review of your loans?

Address [Postal]: \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Numbers:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ [we will send your return by email [pdf]

Is this your first year as a client of FMW Accountants?  
If YES - Please advise us on how you heard about us. \_\_\_\_\_

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

Do you have a copy of last year's tax return [For new clients only]  
If YES - Please provide \_\_\_\_\_

We are required to write an Ethical letter to your previous accountant - Please provide previous Accountants Name & Address -

Accountant: \_\_\_\_\_

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

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

Please provide your Bank Account Details [ATO does not send out cheques anymore] Account Name: \_\_\_\_\_

BSB: [6 Digits] \_\_\_\_\_ A/c No: \_\_\_\_\_

- 1 How many Jobs have you had during the year? Please write no. \_\_\_\_\_
- Did you receive Centrelink Payments during the year?
- Please provide Group Certificates/PAYG Payment Summary & ETP Statements for each as well as Employee Share Scheme summaries/statements if applicable

10 Have you received any Interest income during the year?

If YES - Please provide details [if joint show 100% of interest, and mark accordingly, we will adjust]

	Account 1	Account 2	Account 3	Account 4	Account 5
Bank:					
BSB:					
Account Number:					
Interest Amount: \$					
Joint Y/N					

11 Have you received any Dividends during the year?

If YES - Please provide details and attach relevant documents

[if joint show 100% of dividend, and mark accordingly, we will adjust]

Company Name	SRN / HIN	Date Paid	Unfranked Amount	Franked Amount	Imputation Credit

13 Have you received any Distributions from a Partnership and/or Managed Funds?

If YES - Please provide details [if joint show 100% of distribution, and mark accordingly]

Please provide Tax Distribution statements from Managed Funds / Partnership / Trust Distributions

Other:

\_\_\_\_\_

\_\_\_\_\_

Have you had any Expenses related to the above investments during the year?

If YES - Please provide details [if joint show 100% of expense, and mark accordingly]

Expenses	Amount
Interest	\$ _____
Financial Planning Fees	\$ _____
Investment Courses Other	\$ _____
	\$ _____

18 Have you sold any Shares and/or Property during the year?

[You may have a Capital Gain or Loss]

Do you have a carry forward capital loss from previous year? Y/N if Yes write amount If YES -

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

Please provide details and attach relevant documents

Asset	Purchase Date	Purchase Price	Sale Date	Sale Price

21 Do you have a Rental Property?  
If YES - Please provide details [if joint show 100% of rent & expenses, and mark accordingly]

Would you like our Mortgage Consultant to contact you for a review of your loans?

**Rental Property 1**

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

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

Cost of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Date first became available for rent: \_\_\_\_\_

Year property built: \_\_\_\_\_ Percentage owned: \_\_\_\_\_

Number of weeks during the year property was rented out: Is

this property registered for Land Tax

If NO - Please provide Approximate LAND VALUE ONLY \$ \_\_\_\_\_

Amount outstanding on bank loan \$ \_\_\_\_\_

Approximate market value of the property \$ \_\_\_\_\_

**Rental Property 2**

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

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

Cost of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Date first became available for rent: \_\_\_\_\_

Year property built: \_\_\_\_\_ Percentage owned: \_\_\_\_\_

Number of weeks during the year property was rented out: Is

this property registered for Land Tax

If NO - Please provide Approximate LAND VALUE ONLY \$ \_\_\_\_\_

Amount outstanding on bank loan \$ \_\_\_\_\_

Approximate market value of the property \$ \_\_\_\_\_

**Rental Property 3**

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

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

Cost of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Date first became available for rent: \_\_\_\_\_

Year property built: \_\_\_\_\_ Percentage owned: \_\_\_\_\_

Number of weeks during the year property was rented out: Is

this property registered for Land Tax

If NO - Please provide Approximate LAND VALUE ONLY \$ \_\_\_\_\_

Amount outstanding on bank loan \$ \_\_\_\_\_

Approximate market value of the property \$ \_\_\_\_\_

Can you claim depreciation on your rental properties?

NOTE: Income tax deductions for the decline in value of previously used plant and equipment in rental premises used for residential accommodation are no longer allowed.

The changes apply from 1 July 2017 to:

=> Previously used plant and equipment acquired at or after 7.30 pm on 9 May 2017 unless it was acquired under a contract entered into before this time

=> Plant and equipment acquired before 1 July 2017 but not used to earn income in either the current or previous year.

Click link below to see if you can

<http://www.realestate.com.au/blog/property-depreciation-101/>

Income and Expenses from properties

	Property 1 \$	Property 2 \$	Property 3 \$
Rent Received for the year [Gross]			
Expenses:			
Interest			
Bank fees			
Council Rates Water			
Rates Agents			
Commission Strata			
levies			
* Repairs & maint Insurance (*Please provide breakdown below)			
Borrowing costs			
Land Tax			
Gardening/Lawn Mowing			
Other: Please detail Other:			
Please detail			

On 9 May 2017, the Government announced that from 1 July 2017 all travel deductions relating to inspecting, maintaining, or collecting rent for a rental property will be disallowed

Assets Purchased [Greater than \$300]: \_\_\_\_\_

Please provide Asset[s] Description Cost & Date of Purchase \_\_\_\_\_

Date	Asset Description	Cost

\* Repairs & maintenance

Please provide a break down of repairs and maintenance expense items:

Date	Item	Cost

\* Note: if the repairs were done before the property rented out, it cannot claim as deduction. TR 97/23

D1 Did you use your car for work during the year?

If YES - Provide details <https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Car-expenses/>

Make of Motor Vehicle: \_\_\_\_\_

Model of Motor Vehicle: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Engine capacity [cc] \_\_\_\_\_

From the 2016 income year, only one single rate per km will apply, 66cents

Cost of Car \$ \_\_\_\_\_ Date of purchase \_\_\_\_\_

If traded in for new car: Trade in amount : \$ \_\_\_\_\_

What is the reason for your Motor Vehicle claim? / Why you need Motor Vehicle for work?

TRAVEL BETWEEN HOME AND WORK IS GENERALLY NON-DEDUCTIBLE [THIS MUST BE COMPLETED]

Did you travel less than 5,000 km's for the year?

If YES - Please provide NO. OF KM's TRAVELLED

Km's Travelled: \_\_\_\_\_

If NO - Please provide logbook and expense details below;

Did you Keep a log book for the year? [Must have been kept for a 12 week period]

If YES - Please provide BUSINESS USE %

Business %'age: \_\_\_\_\_

Please provide full amount and we will adjust for the business %Fuel

Repairs & maintenance \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Lease \$ \_\_\_\_\_

Hire purchase [please provide documents for his claim] \$ \_\_\_\_\_

Interest on loan [please provide loan statements] \$ \_\_\_\_\_

Car Wash \$ \_\_\_\_\_

D2 Did you incur any Work Related Travel Expenses during the year?If YES -

Please provide details

Explain how these expenses relate to your income

Taxi \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Car Parking \$ \_\_\_\_\_

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

What evidence do you have? [invoice, g/cert, diary etc] \_\_\_\_\_

NOTE: TRAVEL BETWEEN HOME AND WORK IS NON-DEDUCTIBLE

Exceptions: Travelling between home and work in certain cases to be claimed as a tax deductions, where the travel is attributable to the transportation of "heavy or bulky goods/equipment", or where a taxpayer's home qualifies as a "place of business".

D3 Did you have expenses for Work Related Uniforms/Laundry during the year?If YES -

Please provide details

Explain how these expenses relate to your income

MUST BE PROTECTIVE/OCCUPATION-SPECIFIC/ATO REGISTERED

Clothing/Uniform \$ \_\_\_\_\_

Laundry of uniform/protective clothing \$ \_\_\_\_\_

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

What evidence do you have? [invoice, g/cert, diary etc] \_\_\_\_\_

D4 Did you have expenses for Work Related Self-Education during the year?

If YES - provide details - Click Link for info

<https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/self-education-expenses/>

Explain how these expenses relate to your income

Course: \_\_\_\_\_ Institution: \_\_\_\_\_

Expenses: \$ \_\_\_\_\_

What evidence do you have? [invoice, g/cert, diary etc] \_\_\_\_\_

\* Note: self-education expenses will not be deductible if the activity is designed to enable to obtain new employment or to open up a new income-earning activity.

D5 Did you have Other Work Related Expenses as an employee during the year?  
 If YES - Please provide details - show 100% of expense we will adjust for private use

Briefcase		\$ _____
Computer supplies		\$ _____
Internet Fees [Please provide business use %'age]		\$ _____
Mobile [Please provide business use %'age]		\$ _____
Telephone [Please provide business use %'age]		\$ _____
Professional Association fees/Union fees		\$ _____
Tools		\$ _____
Newspapers/Magazines/Journals/Books		\$ _____
* Home office [45c per hour] Hours worked @ home:	hrs	\$ _____
Stationery		\$ _____
Software [if <\$300, otherwise depreciated, list asset below]		\$ _____
Other - _____		\$ _____
Other - _____		\$ _____
Other - _____		\$ _____
		\$ _____
		\$ _____
		\$ _____

New: Please note the ATO has introduced a new "safe harbour" for a maximum claim of \$50 for phone expenses. If you use phone for your work and the expense is "incidental", the ATO will allow a claim based on the following rates: \$0.25 for work calls from landline, \$0.75 for work calls from mobile and \$0.10 for text messages. If you want to claim work related percentage for phone and internet, then you will need to keep a diary records covering a four-week representative period.

Depreciation of fixed assets [computers etc] - Cost and date of purchase required

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What evidence do you have? [invoice, g/cert, diary etc]

\* Note: if taxpayer merely uses a home office as a matter of convenience (e.g., an employee arranges to work from home two days per week, or takes work home at nights and/or on weekends). In this case, no deductions can be claimed for occupancy expenses. Example of occupancy expenses are interest, rent, rates and building expenses. Deductions can only be claimed for home office running expenses, such as electricity, gas, depreciation of office furniture/equipment and telephone expenses.

D7/D8 Did you have expenses relating to Interest and Dividends received during the year?

If YES - Please provide details

Interest re: borrowings for shares etc	\$ _____
Other - _____	\$ _____

What evidence do you have? [invoice, g/cert, diary etc]

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D9 Did you make any Donations during the year?

If YES - Please provide details [NOTE: cannot claim if you stand to benefit e.g. Raffle tickets, dinners etc]

Charity Name	Amount
School Building Fund	
School Library Fund	

Must be a registered charity claim a deduction

D10 Did you have expenses for Tax Agent/Tax Lodgement Fees during the year?

If YES - Please provide amount Amount \$ \_\_\_\_\_

New: for taxpayers claimed motor vehicle expenses by the cents per kilometre method, these kilometres should be included in the 5,000 business kilometre limit already.

D12 Did you make any Personal Superannuation Contribution and provide your fund a notice of intent to claim as deduction and receive an acknowledgement from the Fund?

If YES - Please provide amount and copy of acknowledgement from the Fund Amount \$ \_\_\_\_\_

For Div 293 estimate, how much superannuation paid for the year Please provide amount Amount \$ \_\_\_\_\_

D15 Other deductions - Income protection insurance

If YES - Please provide amount

Amount \$ \_\_\_\_\_

M2 Did you have Private Health Insurance during the year?

If YES - Please provide your Annual Private Health Insurance Tax Statement from Health Fund

Spouse's Full Name: \_\_\_\_\_

Spouse Date of Birth: \_\_\_\_\_

Spouse's Income: \_\_\_\_\_

Do you have any dependants?

Do you have dependant child/children?If

Yes, how many? \_\_\_\_\_

Are you a dependant child covered on a parents policy?

Do you or your spouse pay Child Support?

If Yes, please provide amount paid in Tax Year. \_\_\_\_\_

If no private health insurance [hospital cover], then surcharge will apply depends on your income and age.

Rebate for Health Insurance is income tested against the MLS income tier thresholds, please see following links for more information:

T5 Medical Expenses Rebate

NOTE: Restricted to Category A expenses

Category A expenses are disability aids, attendant care and aged care etc

M1 Are you entitled to a Medicare Levy Exemption? See link below for more info

If YES - Please provide reasons. For example: Defence Force Worker

\_\_\_\_\_

A2 If you are entitled to a Part year income threshold please provide details? E.g. come back or left for overseas

\_\_\_\_\_

\_\_\_\_\_

R7 Do you have a HELP Debt/Supplement Loan Scheme?

If YES - Please provide amounts outstanding at 30 June or enclose statement

HELP/HECS Debt Amount \$ \_\_\_\_\_

Supplement Loan Amount \$ \_\_\_\_\_





Did you operate a business activity during the year as a SOLE TRADER/

CONTRACTOR?P8 If YES - Please provide details

DO NOT COMPLETE IF A COMPANY/TRUST/PARTNERSHIP - contact us for more information required Number of

Business Activities

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

ABN: \_\_\_\_\_

Business Activity 1: \_\_\_\_\_

Business Activity 2: \_\_\_\_\_

Business Activity 3: \_\_\_\_\_

DO NOT INCLUDE GST IN THESE AMOUNTS IF YOU HAVE LODGED A BAS CLAIMING GST PAID/RECEIVED

Income:	Business 1	Business 2	Business 3
Sales/Fees etc.	\$	\$	\$
Other	\$	\$	\$
Expenses: Please provide full amount and we will adjust for business %:			
Accounting fees	\$	\$	\$
Advertising	\$	\$	\$
Bank fees	\$	\$	\$
Computer supplies	\$	\$	\$
Home Office Running Expenses	\$	\$	\$
Internet fees	\$	\$	\$
Motor vehicle [refer to Motor Vehicle Above- D1 ]	\$	\$	\$
Printing & stationery	\$	\$	\$
Rent	\$	\$	\$
Subscriptions	\$	\$	\$
Telephone - home	\$	\$	\$
Telephone - mobile	\$	\$	\$
Training Courses	\$	\$	\$
Travel & accommodation	\$	\$	\$
Superannuation	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$

Stock on hand at 30 June:	\$	\$	\$
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Depreciable Business Assets purchased THIS FINANCIAL YEAR

Item: _____	Date: _____	\$ _____
Item: _____	Date: _____	\$ _____
Item: _____	Date: _____	\$ _____

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



\*Please note\* - This sheet is intended to act as a guide and to prompt you to provide additional information where required to assist us in preparing your tax return. It is NOT intended to actually calculate your estimated income tax payable/[refund]. Completion of this sheet does not reduce your usual substantiation and record-keeping requirements.