

FMW ACCOUNTANTS PTY LIMITED

INCOME TAX RETURN DATA COLLECTION SHEET
YEAR ENDED 30 JUNE 2022



Title _____
SURNAME: _____
First Name: _____ Date: _____
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

Mobile: _____

E-mail: _____
[we will send you an invitation to join the FMW Document Hub – please look out for this email to set up](#)

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 Income Statement [they should be in your mygov] & ETP Statements for each
as well as Employee Share Scheme summaries/statements if applicable

5 Have you received any Pandemic Leave Disaster Payment?
 If YES - Please provide total amount received _____

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, CryptoCurrency 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

For CryptoCurrency - please provide full year tax report by downloading it in PDF and excel format.

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: _____

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: _____

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: _____

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.

[Rental expenses you cannot claim](#)

[Rental Expenses you can claim](#)

[Property Depreciation Link](#)

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

If YES - Provide details [Car Expenses Link](#)

Make of Motor Vehicle: _____

Model of Motor Vehicle: _____

Registration Number: _____

Set Rate for 5000KM [max]: 72c

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

If YES - Please provide BUSINESS USE %

Business %: _____

AND 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] \$ _____

Car Wash \$ _____

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

If NO LOGBOOK, but use your car for work purposes, please provide

NO. OF KM's TRAVELLED (max of 5,000 k's)

Km's Travelled: _____

******Do not enter any business related expenses under section D2 - D15******

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

Include MV

[Self Education Expenses Link](#)

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	\$ _____	<small>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</small>
Professional Association fees/Union fees	\$ _____	
Tools	\$ _____	
Newspapers/Magazines/Journals/Books	\$ _____	
Stationery	\$ _____	
Software [if <\$300, otherwise depreciated, list asset below]	\$ _____	
Other - _____	\$ _____	
Other - _____	\$ _____	
Other - _____	\$ _____	

Due to the complex nature of work from home claims. Please see below:

Number of hours worked from Home	_____	_____
Internet -	_____ %	\$ _____
Mobile -	_____ %	\$ _____
Telephone -	_____ %	\$ _____

*** NOTE: shortcut method only available up to 30th June 2022. The shortcut method. THIS INCLUDES electricity, cleaning, decline in value of capital items, phone and internet cost.**

[Working from home during COVID-19 link](#)

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

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] _____

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]
 Must be a registered charity to claim a tax deduction**

Charity Name	Amount
School Building Fund	
School Library Fund	

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 Hospital Cover during the year?

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

[You are not covered if only have Ancillary cover]

Spouse's Full Name: _____

Spouse Date of Birth: _____

Spouse's Income: _____

Do you have any adult 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:

[Private health insurance link](#)

M1 Are you entitled to a Medicare Levy Exemption?

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 \$ _____

One Life Courses paid 1 July 2021 to 30 June 2022:

_____ Amount \$ _____ Date: _____

_____ Amount \$ _____ Date: _____

_____ Amount \$ _____ Date: _____

_____ Amount \$ _____ Date: _____

_____ Amount \$ _____ Date: _____

<p>Please explain how the above One Life expenses are DIRECTLY related to your PRESENT income producing activities in order to be claimed: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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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.	\$	\$	\$
Job keeper payment received;	\$	\$	\$
Cash boost received	\$	\$	\$
State government business grant received	\$	\$	\$
Other	\$	\$	\$

Expenses:

Accounting fees	\$	\$	\$
Advertising	\$	\$	\$
Bank fees	\$	\$	\$
Computer supplies [Please provide business use %'age]	\$	\$	\$
Home Office Running Expenses	\$	\$	\$
Internet fees [Please provide business use %'age]	\$	\$	\$
Motor vehicle [refer to Motor Vehicle Above- D1]	\$	\$	\$
Printing & stationery	\$	\$	\$
Rent [Please provide business use %'age]	\$	\$	\$
Subscriptions	\$	\$	\$
Telephone - home [Please provide business use %'age]	\$	\$	\$
Telephone - mobile [Please provide business use %'age]	\$	\$	\$
Training Courses	\$	\$	\$
Travel & accommodation	\$	\$	\$
Superannuation	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$

Stock on hand at 30 June: \$ \$ \$

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.**