

# FMW ACCOUNTANTS PTY LIMITED

INCOME TAX RETURN DATA COLLECTION SHEET  
YEAR ENDED 30 JUNE 2023



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?  
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:

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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](#)

**Income and Expenses from properties**

	Property 1 \$	Property 2 \$	Property 3 \$
Rent Received for the year [Gross]			
<b>Expenses:</b>			
Interest			
Bank fees			
Council Rates			
Water Rates			
Agents Commission			
Strata levies			
* Repairs & maint <span style="float: right;">(*Please provide breakdown below)</span>			
Insurance			
Borrowing costs			
Land Tax			
Gardening/Lawn Mowing			
Other: Please detail			
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 [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	\$ _____	
Professional Association fees/Union fees	\$ _____	new. Please note the ATO
Tools	\$ _____	has introduced a new "safe
Newspapers/Magazines/Journals/Books	\$ _____	harbour" for a maximum
Stationery	\$ _____	claim of \$50 for phone
Software [if <\$300, otherwise depreciated, list asset below]	\$ _____	expenses. If you use phone
Other - _____	\$ _____	for your work and the
Other - _____	\$ _____	expense is "incidental", the
Other - _____	\$ _____	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

**Home office**

[home office link](#)

**Revised fixed rate at \$0.67 per hour (includes phone, mobile, internet, electricity, gas and stationery)**

Number of hours worked from Home

\* 1st July 2022 to 28th Feb 2023 \_\_\_\_\_ hrs

\* **NOTE: 1st July 2022 to 28th Feb 2023 REPRESENT total number of hours worked from home based on 4 week diary**

\*\* 1st March 2023 to 30th June 2023 \_\_\_\_\_ hrs

\*\* **NOTE: 1st March 2023 to 30th June 2023 RECORD BASED on actual total number of hours worked from home**

**Actual cost method**

	Enter work related %	Enter full amount
Internet - _____	_____ %	\$ _____
Mobile - _____	_____ %	\$ _____
Telephone - _____	_____ %	\$ _____
Electricity _____	_____ %	\$ _____
Computer consumables (i.e. ink, printer) _____	_____ %	\$ _____
Stationery _____	_____ %	\$ _____

**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?

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 2022 to 30 June 20223**

_____	Amount	\$ _____	Date:	_____
_____	Amount	\$ _____	Date:	_____
_____	Amount	\$ _____	Date:	_____
_____	Amount	\$ _____	Date:	_____
_____	Amount	\$ _____	Date:	_____

Please explain how the above One Life expenses are DIRECTLY related to your PRESENT income producing activities in order to be claimed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FMW Contact Details - New South Wales Office**  
Phone: 02 8425 7888  
Street/Postal: Level 1, Suite 3, 174 Willoughby Road, Crows Nest NSW 2065

**FMW Contact Details - Victoria Office**  
Phone: 03 9490 5666  
Street/Postal: Level 1, Suite 6A, 50 Upper Heidelberg Road, Ivanhoe, VIC 3079

**FMW Contact Details - Queensland Office**  
Phone: 07 5531 4009  
Postal: PO Box 3823, Australia Fair, QLD 4215  
Street: Scarborough Centre, Level 1, Suite 106, 89 Scarborough Street, Southport Qld 4215

Email: admin@fmw.com.au www.fmw.com.au

**Notes/Other relevant information:**

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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:**

Sales/Fees etc.

Job keeper payment received;

Cash boost received

State government business grant received

Other

	Business 1	Business 2	Business 3
\$	\$	\$	\$
\$	\$	\$	\$
\$	\$	\$	\$
\$	\$	\$	\$
\$	\$	\$	\$

**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

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

\$	\$	\$
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**Depreciable Business Assets purchased THIS FINANCIAL YEAR**

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

Notes:

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**\*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.**