

Name _____

Thank you for using TCK Accountants Pty Ltd as your trusted tax advisor.

So that we can complete your tax return efficiently and accurately and to maximise your claims, we ask that you take the time to review the following checklist/questionnaire – remember it's only once a year!

Grab a cuppa and all of your tax paperwork. Write down what you have for each category of expenses. Review the gaps and consider if you may have missed something. You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to! If you don't have enough room, feel free to make some extra notes on a separate piece of paper.

In relation to substantiation, you are required to retain records for either 2 or 5 years from the date you lodge your return depending on the complexity of your return. We often get asked if there is a minimum you can claim without receipts. Unfortunately, there are no automatic deductions and a receipt or written evidence is required for all claims made.

We note that complete ATO Portal Reports will not be available until mid-late August, so please ensure you bring all of the information requested and do not assume that we will have the details from the ATO. Failure to provide all of the information requested will hold up the preparation of your return.

Client Details		
Full Name <small>(and TFN & date of birth for new clients)</small>		
Main Occupation for the year		
Home Address		
Postal Address (if different to Home address)		
Email Address		
Home Phone Number		
Mobile Phone Number		
Preferred Contact Method	email / SMS / phone / other	
Preferred time to contact	business hours / after hours / anytime	
Spouse Details <small>(complete if we are not preparing their return)</small>	Name	
	DOB	
	2021 Taxable Income	
Dependant children's names & DOB's		
If a refund is due, the ATO will deposit directly this into your nominated bank account. As banking details can change from year to year, we request that you provide us with your bank details each year.	BSB	
	Account Number	
	Bank Name	
	Account Name	

		Please circle Yes/ No / na Enter expense amount Provide receipts where requested
Salary & Wages Newstart/Austudy Age Pension/Other Pension Superannuation Pension Eligible Termination Payment	Provide payment summary(s)	Yes/ No / na
Interest	Provide summary from each account or annual interest statement	Yes/ No / na
Dividends	Provide summary from each share or dividend statements	Yes/ No / na
Trust Distribution from Managed Fund/Private Trust	Provide annual taxation statement	Yes/ No / na
Sale of Shares or Property	Provide purchase, sale & DRP documents for shares Provide purchase & sale settlement statements & any other purchase & sale costs for property	Yes/ No / na
Employee Share Shares	Provide copies of statement showing discount	Yes/ No / na
Foreign Income	Provide details	Yes/ No / na
Work Related Car Expenses (up to 5,000kms)	Number of kms travelled	kms
	Do you have a logbook or diary to substantiate?	Yes/ No
Work Related Car Expenses (over 5,000kms)	Work use %	%
	Do you have a logbook or diary to substantiate?	Yes/ No
	Is your logbook less than 5 years old and the % is still relevant? A new logbook is required every 5 years or if the work use % changes significantly.	Yes/ No
	Did you purchase a new car this year? If so provide invoice for new car, sale details of old car and new finance documents	Yes/ No
	Fuel	\$
	Registration (RTA & Greenslip)	\$
	Insurance	\$
	Repairs (services, tyres, batteries)	\$
	Lease expenses	\$
	Interest (provide loan statements)	\$
Work Related Travel Expenses	Car washing	\$
	Flights	\$
	Taxi fees / Uber fees	\$
	Tolls	\$
	Parking fees	\$

	Car hire	\$	
	Meals - overnight	\$	
	Accommodation - overnight	\$	
Work Related Uniforms	Non-compulsory uniforms that your employer has registered with AusIndustry	\$	
	Compulsory uniform strictly enforced by your employer	\$	
	Occupation specific clothing (eg. Chef pants not used for everyday use)	\$	
	Protective clothing & footwear (eg fire resistant clothing, sun protection clothing, safety vests, non-slip shoes, steel capped boots, gloves, overalls, aprons)	\$	
	Laundromat fees	\$	
	Dry cleaning fees	\$	
	Laundering at home?	Yes /No	
<p>Self-Education Expenses</p> <p>For courses that will provide you with a formal qualification from a school, college, university or other place of education.</p> <p>You must have met one of the 3 conditions to the right.</p> <p>You cannot claim a deduction for self-education for a course that relate only in a general way to your current employment or will enable you to get new employment.</p>	Name of course		
	Select the letter that best describes your self-education at the time you incurred the expense		K / I / O
	K	the study maintained or improved your skill or specific knowledge required for your work activities	
	I	You could show that the study was leading to, or was likely to lead to, increased income from your work activities	
	O	You could show that other circumstances existed which established a direct connection between your self-education and your work activities	
	Tuition/course fees		\$
	How many weeks of the year did you do the course?		weeks
	Textbooks		\$
	Stationery		\$
	Computer / printer etc. (if over \$300 provide receipt)		\$
	Office equipment (if over \$300 provide receipt) eg. desks, filing cabinets		\$
Internet (provide monthly fee or total spent for the year and the approximate % used for study)		\$ per month \$ per year %	
Home office expenses (provide number of hours per week that you studied at home)		hours	
If you used your car to go to your place of education, provide number of kms		kms	
Other Work Related Expenses	Union fees	\$	
	Professional subscriptions	\$	
	Overtime meals	\$	

	Professional seminars, courses, conferences & workshops	\$	
	Reference books, technical journals, trade magazines, newspapers	\$	
	Tools (if over \$300 provide receipt)	\$	
	Office equipment (if over \$300 provide receipt) eg. desks, filing cabinets, GPS	\$	
	Protective equipment (eg safety glasses, safety vests, hard hats, sunhats, sunscreen)	\$	
	Stationery eg. diary, paper, pens, calculators, batteries for calculators	\$	
	Briefcases, luggage, suitcases	\$	
	Computer expenses eg. printer cartridges, USB's, anti-virus software, other software	\$	
	Mobile phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$	per month per year %
	Home phone (provide monthly fee or total spent for the year and the approximate % used for work)	\$	per month per year %
	Internet (provide monthly fee or total spent for the year and the approximate % used for work)	\$	per month per year %
	Home office expenses (provide number of hours per week that you worked at home)		
Interest & Dividend Deductions	Bank charges	\$	
	Management fees & fees for investment advice	\$	
	Interest charged on money borrowed to purchase investments	\$	
	Investment magazines subscriptions/journals	\$	
	Newspapers	\$	
	Internet(provide monthly fee or total spent for the year and the approximate % used for investment purposes)	\$	per month per year %
	Computer / printer etc. (if over \$300 provide receipt)	\$	
	If you used your car to go to your financial advisor, attend AGM's or attend seminars provide number of kms		
Donations	Provide list of donations (you cannot claim a donation if you received something in return eg. raffle ticket)	\$	
Income Protection	Provide annual taxation statement from insurer (if you don't have request from your advisor)	\$	
Tax Agent Fees	Provide details only of fees paid to a tax agent other than us	\$	
Superannuation Contribution on Behalf of Spouse	Did you make a superannuation contribution on behalf of your spouse whose adjusted taxable income was < \$37,000?		Yes/ No / na
	Provide details of contribution paid	\$	
Superannuation Co-contribution	Provide annual contribution statement from superannuation fund	\$	
Private Health Insurance	Please provide annual statement showing type of cover & days covered		
	Fund Name		

	Membership No	
	Type (circle your cover)	Ancillary/ Hospital /Combined
	No Dependants	
	Days Covered	

We remind you that it is your responsibility to provide us with accurate financial information and to retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information supplied you have supplied to us and by signing the ELS declaration for lodgement with the ATO you are agreeing that the information is complete, accurate and free from any omissions.

TCK Accountants Pty Ltd ABN 65 620 290 762

T. 0409 852 902 | GPO Box 243 Greensborough VIC 3088
trudi@tckaccountants.com.au | www.tckaccountants.com.au

Liability limited by a scheme approved under Professional Standards Legislation

Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at **TCK Accountants Pty Ltd**, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, Scope and Output of the Engagement This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

Our professional services are conducted and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

Responsibilities In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of Chartered Accountants Australia and New Zealand, monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change your home, postal or email address or telephone number.

Limitation of Liability Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website: <http://www.professionalstandardscouncil.gov.au>.

Fees Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by your accountant. The fee for the preparation of a standard salary/wage earner taxation returns for the 2019 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$175	Rental Properties (new or first year we have prepared) – \$200 per property
Salary/Wage Earner Tax Return – Couple - \$350	Rental Properties (existing) – \$100 per property

Additional fees will apply to prepare Business Profit & Loss Statement, share or dividend trades, rental property schedules, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Additional fees will also apply if you engage our firm during the year to attend to other matters eg. evaluation of rental property purchase, evaluation of salary sacrifice arrangement, provision of documents and declarations to third parties.

Billing Arrangements We require full payment on the day of your appointment or prior to lodgement of the Tax Return. We prefer payment by direct credit into our bank account, details of which are printed on our invoices, however credit card facilities are also available.

Ownership of documents All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of income tax return(s). Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of Terms Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to **engage TCK Accountants Pty Ltd** as my/our Tax Agent and Accountant.

Name _____

Signature _____

Date _____