

# Tax 2021

## Individual Information and Checklist

1. Please **complete or confirm** your details below to the best of your knowledge
2. All information supplied should be for the **period 1 July 2020 to 30 June 2021**, unless stated otherwise.
3. **Provide all supporting documents** were prompted and applicable.
4. **This is a guide only please discuss any further expenses or income with your advisor.**

### General Information

#### Personal

Name	D.O.B.	TFN
Spouse	D.O.B.	TFN
Email		
Work	Mobile	
Address	P/Code	State
Postal		

#### Bank Details

(If you are expecting a refund, you MUST provide the ATO your EFT Bank Details)

Name of Bank	BSB No:	Account Number	Account Name

#### Children

Name	D.O.B.

### Tax Information

#### Income Statements / PAYG Payment Summaries

(Please attach all documents to the back of the form). (If your employer is registered for STP (Single Touch Payroll) you will not receive a payment summary and you can access your income amounts via your myGov account)

Employer	Occupation	Gross	Tax

## Bank Interest

Bank	Amount	TFN Credits	Bank Charges
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## Work & Other Expenses

(Please attach your detailed listing & documentation to the back of the form)

Expense Type	Amount	Expense Type	Amount
Taxi Fares	\$	Reference Books	\$
Other Travel	\$	Stationery	\$
Uniform / Laundry	\$	Mobile Phone	\$
Sun Protection Items	\$	Internet	\$
Self-Education	\$	Memberships	\$
Union Fees	\$	Tools & Equipment	\$
Seminars / Prof Development	\$	Interest Expenses	\$
Gifts & Donations	\$	Income Protection Insurance	\$
Other Expenses	\$	(Please include in detailed listing)	
Working from home Covid 19	Please provide the average hours per week you worked from home during the period 1.7.2020 to 30.6.2021		
Number of hours per week		Number of weeks from home	

## Private Health Insurance

Do you have private health insurance?  Y  N

**YES** - please provide your Private Health Statement (Your Private Health Insurer may not supply you with a summary statement in 2021 the ATO have advised these are no longer compulsory)

Do you have any of these items?  
Investment Income, Rental Properties,  
Investments Sold or Motor Vehicles used for Work  Y  N

**YES** - please complete relevant sections below  
**NO** - please proceed to the end of the form, provide supporting documents, sign, and send back to us.

## Investment Information

### Dividends

Company	Date Paid	Unfranked	Franked	Imp. Credits	TFN Credits
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

### Unit Trusts

Trust	Trust Income	TFN Credits	Imp. Credits	Capital Gains	Foreign Income	Foreign Tax
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

### Investments Sold / Disposed

Company/Trust	Date Sold	# Sold	Amount Received	Date Purchased	No Purchased	Amount Paid
			\$			\$
			\$			\$
			\$			\$

## Motor Vehicle Information

### Vehicle & Logbook

Logbook Kept  Y  N

Period Covered by Logbook  
(Within Last 5 Financial Years)

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Vehicle Plate No. \_\_\_\_\_ Make & Model \_\_\_\_\_

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Owner of Vehicle \_\_\_\_\_ Driver of Vehicle \_\_\_\_\_

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Total Kms Travelled in the Year \_\_\_\_\_ Business Kms in Logbook Period \_\_\_\_\_

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Date Purchased \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

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How Was Vehicle Financed?  Lease  Paid Cash  Chattel Mortgage  Hire Purchase

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Date Sold (If within This Tax Year) \_\_\_\_\_ Sale Price \$ \_\_\_\_\_

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## Running Costs

COST TYPE	ANNUAL AMOUNT (inc. GST)	MONTHLY PAYMENTS
Fuel / Oil	\$	Please provide a copy of your Hire Purchase / Lease / Chattel Mortgage Agreement when you reach the end of the form.
Registration	\$	
Insurance	\$	
Repairs & Maintenance	\$	
Lease Payments	\$	\$
Hire Purchase / Chattel Mortgage Payments	\$	\$
Interest Paid	\$	\$
Services	\$	\$
Tyres / Battery	\$	\$
Membership Fees	\$	\$
Parking & Tolls	\$	\$

## Rental Property information

Please complete one of these schedules per property

### Property Details

Address Of Rental Property \_\_\_\_\_

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Date Purchased \_\_\_\_\_ Date Rental Income First Earnt \_\_\_\_\_

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No. Weeks Available for Rent (*This Year*) \_\_\_\_\_ Date Built \_\_\_\_\_

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Ownership Details  In Your Name  In Joint Names (Please Provide Details)

Please provide the purchase settlement statement and other purchase costs, e.g. stamp duty, legal fees, renovations or initial repairs, and any loan application fees and/or mortgage discharge expenses when you reach the end of the form.

## Income

Gross Rent	Other Rental Income
\$	\$

### Expenses

Expense Type	Amount	Expense Type	Amount
Advertising for Tenants	\$	Stationery, Phone & Postage	\$
Borrowing Expenses	\$	Cleaning	\$
Council Rates	\$	Gardening / Lawn Mowing	\$
Insurance	\$	Interest on Loan(s)	\$
Land Tax	\$	Legal Fees	\$
Pest Control	\$	Property Management Fees	\$
Repairs & Maintenance	\$	Property Man. Commissions	\$
Body Corporate Fees	\$	Other Expenses	\$
Water Charges	\$		

### Improvements /Construction Costs

Please provide a copy of your tax depreciation schedule prepared by third party below.

Item	Date	Cost
		\$
		\$
		\$
		\$
		\$

### Other Information

Please list any other information that you believe may assist us

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Once you have completed this form and signed the authorisation below, please send by email with your supporting documentation to your client advisor or email to [info@primeadvisory.com.au](mailto:info@primeadvisory.com.au). Alternatively, you can post to **PO Box 1134, Chatswood NSW 2057**, or call us on **02 9415 1511** to arrange.

## Supporting Documentation Checklist

- Income Statement from your myGov Account / Payment Summaries
- Detailed Work Expenses Listing
- Private Health Statement (Optional)
- Unit Trust Tax Year Summary
- Motor Vehicle Hire Purchase / Lease / Chattel Mortgage Agreement
- Rental Property Purchase Settlement Statement / Costs
- Rental Property Depreciation Schedule (as prepared by Third Party)
- Letter noting tax deductibility of Income Protection Premiums
- Confirmation letter from your superannuation fund noting intent to claim tax deduction for contributions

### Fees for preparation and lodgement of your tax return and payment terms

We will provide an Engagement Letter for your approval prior to commencement of your return which will include details of our fees and payment terms.

### Lodgement of your Tax Return

Your tax return will be electronically lodged with the ATO once we have received your signed Electronic Lodgement Declaration and payment of our fee. The ATO generally issues a Tax Assessment within 7-14 days of lodgement, subject to ATO delays.

### Tips for minimising our fee

Please deliver complete information in one bundle. Drip feeding of information results in us having to stop, start & refocus on your tax return. This adds significantly to the time taken to prepare your tax return.

Use the summary worksheets provided for rental properties, interest & dividend income, motor vehicle expenses, capital gains acquisition & disposal information. These can be downloaded from the "Resource Centre" on our website or emailed to you.

- If we identify opportunities to improve your financial position during the preparation of your tax return, would you like assistance in taking advantage of these opportunities?

Please complete the Authorisation below as this allows us to contact necessary organisations, (e.g., your bank or insurance company) to obtain information that is required to complete your Financial Statements and Tax Returns.

## Authorisation

I/We authorise PrimeAccounting Pty Limited to complete the compilation of Tax Return(s) for me/us for the 2021 financial year. I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require PrimeAccounting Pty Limited to carry out an audit or a review assignment on the information provided.

I/we authorise PrimeAccounting Pty Limited to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

### Authorised Signatures

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**