



## Individuals Tax Interview Checklist

### 2023 Income Tax Return

The 2023 Financial year relates to the period from 1 July 2022 to 30 June 2023

Current email address: \_\_\_\_\_

*(if you have already provided your email address on a previous form with us today, you can ignore this question)*

Visa Status (foreign residents only) 417  462  Other

#### Income:

- Salary & wages Yes  No   
Occupation \_\_\_\_\_
- Newstart, sickness, pensions or other Govt. payments Yes  No
- Pandemic Leave Disaster Payment (1 July 2022 to 30 September 2022) Yes  No 
  - If yes, please circle how much you received. **\$450**  **\$750**
- Bank interest Yes  No
- Dividends Yes  No
- Rental income Yes  No
- Foreign income (including foreign pensions, assets, and property) Yes  No
- Other income (eg. Managed Funds, Small Business, Cryptocurrency) Yes  No   
If yes, please specify \_\_\_\_\_

#### Deductions:

- Work related car expenses (*excludes from home to work*) Yes  No   
If yes, please provide make and model of car \_\_\_\_\_
- Work related travel expenses Yes  No
- Work related uniform and other clothing expenses:
  - Are you required to wear a uniform with a registered logo? Yes  No
  - Are you required to wear protective clothing? Yes  No
- Self-education expenses (work related):
  - Course fees (*not including HECS/HELP payments*) Yes  No
  - Textbooks Yes  No

Please turn over...

- Other work-related expenses:
  - Home office expenses Yes  No   
 No. hours per week (on average) worked from home (or actual amount, if known) \_\_\_\_\_
  - Phone & internet Yes  No
  - Tools & equipment Yes  No
  - Subscriptions, union fees etc Yes  No
  - Any other work deductions Yes  No

If yes, please specify \_\_\_\_\_
- Donations (to DGR's - Deductible Gift Recipients) Yes  No

**Other tax related questions:**

- Number of dependent children at 30 June 2023 \_\_\_\_\_ N/A
- Do you have a HECS/HELP debt? Yes  No
- Did you receive family payments from the Family Assistance Office? Yes  No
- Have you sold any assets (*including Main Residence*)? Yes  No
- Do you (and your dependents) have private health insurance? Yes  No
- Do you have Income Protection **outside of your super fund**? Yes  No
- Do you have Life/Trauma Insurance? Yes  No
- Have you put voluntary contributions into superannuation? Yes  No
- Do you own more than 5 acres of land? Yes  No
- Do you have a legal will? Yes  No
- Have you changed your address in the last financial year? Yes  No

If yes, provide your new address: \_\_\_\_\_

\_\_\_\_\_ Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

- Bank Details (*for your refund to be deposited directly from the ATO*) – **this question is compulsory only if details have changed since you last filled out this form or if you are a new client with Smartax.**

BSB: \_\_\_\_\_ Account No.: \_\_\_\_\_

Account Name: \_\_\_\_\_

**Do you require any other advice?** (Please circle)

Retirement // Investment // Insurance // Finance/Lending // Tax or Business Planning

## Client Declaration

I confirm that I must be able to demonstrate that I have incurred certain expenses in the course of deriving income, and that I must satisfy the SUBSTANTIATION legislation in relation to claims for work, car and business travel expenses. I must OBTAIN ORIGINAL RECEIPTS for deductions claimed for such expenses and keep them for a minimum of 2 years (or 5 years if in business) from the date my return is lodged. The receipts must contain the following details:

- Name of the supplier
- Amount of expense
- Nature of goods and services (noting the specific type of items purchased or expenditure incurred)
- Date of expense and date of document

### Penalties to apply with incorrect returns

I am aware of additional tax, penalty/general interest charges and possible prosecution action which could be initiated by the Australian Taxation Office if I lodge an incorrect tax return. There is also the provision of a safe harbour protection from penalties for taxpayers who engage a registered tax agent, therefore I must provide you with all relevant taxation information to enable accurate statements to be provided to the ATO.

### Income from all sources in and out of Australia for the year of income

I cannot claim an amount which is not allowable for income tax purposes and I must declare income from all sources, in and out of Australia, including any net capital gains received during the year of income in my return.

### Apportionment

Where items are used for both business and private purposes (eg. car, mobile phone, computer costs), I have kept appropriate apportionment documents to verify my business usage claim. I also confirm that my employer will acknowledge that it was necessary for me to incur such expenditure in earning my income.

### Amendment

If an amendment is required (ie. changes to my tax return following lodgement to the ATO) caused by information I did not supply to Smarttax when preparing my original tax return, I acknowledge that there may be additional charges to prepare and lodge an amended tax return, starting at \$50 + GST.

**\*Disclaimer - We have an obligation as Registered Tax Agents to confirm the identity of all of our clients. This may involve us asking to cite a photographic identification on your arrival for your appointment. Copies of these documents provided to us will not be kept by our practice.**

### Declaration

- I may be required to verify any income or expense item noted in my return in an audit situation
- I have disclosed all the income, including net capital gains, which I have earned or received for the financial year
- All the claims for deductions and tax offsets which have been included in the returns are based on my specific instructions and advice that I satisfy the relevant taxation requirements
- I have all receipts & documentation necessary to substantiate my claims and will make available if required by the ATO.

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please note: Our firm's liability is limited by a scheme approved under Professional Standards Legislation*

*Please hand back to reception upon completion*