



Individuals Tax Interview Checklist

2021 Income Tax Return

The 2021 Financial year relates to the period from 1 July 2020 to 30 June 2021

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
- 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
 - Text books Yes No

Please turn over...

- Other work-related expenses:
 - Home office expenses (*did you work from home during Covid-19*)? Yes No
 if yes, please specify the time in which you did _____
 - Phone & internet Yes No
 - Tools & equipment Yes No
 - Subscriptions, union fees etc Yes No
 - Any other work deductions Yes No
 ▪ If yes, please specify _____
- Gifts or donations Yes No

Other tax related questions:

- Number of dependent children at 30 June 2021 _____ 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