



TFS Taxation
Registered Tax Agents and Accountants

2017 INCOME TAX CHECKLIST

Interview Date: _____ Fee: \$ _____ Consultant _____

CLIENT CODE _____ CLIENT NAME _____

DOB: _____ TAX FILE NO _____

CONTACTS: W _____ M: _____ H _____

OCCUPATION _____ EMAIL: _____

POSTAL ADDRESS _____

STREET ADDRESS: _____

PAYG INSTALMENTS: \$ _____ HELP/FSS: \$ _____
ANNUAL/QUARTERLY

SPOUSE DETAILS

NAME: _____ DOB: _____
TFN: _____ TAXABLE INCOME; \$ _____
Number of Dependent Children ()

DID YOU MAKE A SUPER CONTRIBUTION ON BEHALF OF YOUR SPOUSE?

If so how much? _\$ _____

DID YOU MAKE A PERSONAL AFTER TAX CONTRIBUTION TO YOUR SUPER FUND AND YOUR TAXABLE INCOME IS LESS THAN \$50021.00 YOU MAY BE ELIGIBLE TO A GOVERNMENT SUPER CONTRIBUTION.

Please advise amount paid if this applies

HEALTH INSURANCE Statement required due to new Thresholds

Membership No _____ Fund Name: _____

Premium Paid: **Label J** _____ Rebate: **Label K** _____ Days Covered _____

Benefit Code: **Label I** _____ Tax Claim Code _____

Bank Details for Refunds:

Account Name: _____ BSB No _____ Account No _____



2017 INCOME TAX

INCOME

Note No of documents for each type of Payment Summary

- 1. PAYG Payment Summaries _____
- 2. Allowances, Directors Fees _____
- 3. Employer Lump Sum Payments _____
- 4. Eligible Termination Payments _____
- 5. Austudy, Newstart, Job Search _____
- 6. Aged Pension _____
- 7. Australian Annuities & Super Streams _____
- 8. Australian Super Lump Sum Payments _____

10. Interest Income Interest that is received or credited in the year is taxable.

Bank & Acc No	Ownership	Interest Income	TFN Tax

11. Dividends Were a Dividend Investment Program has been entered into the value of that dividend reinvestment is Taxable.

Name	Unfranked	Franked	Franking Credit	TFN Tax

12. Employee Share Scheme and Purchase Please provide details

13. Trust and Partnership Distributions Please attach Statement

15. Business Schedule-Access Checklist via website www.ffstax.com.au

18. Capital Gains - Distributions =Attach Statements Sale of Investments = Use Worksheets

20. Foreign Income

Name	Gross Foreign Income	Foreign Tax Credits	Net Income

21. Rental Income- Access Checklist via website www.ffstax.com.au

24. Other Income

Any income including Royalties, Lump Sum Payments in arrears Scholarships, Grants, Jury Service Fees



2017 INCOME TAX

DEDUCTIONS

D1 Work related motor vehicle expense

Only two methods available this Year, **Log Book** or **Cents per Kilometer** method

Rego No. _____ Make of Vehicle _____

a) Cents per Km Method

All vehicles have a set rate of 66c

Klm Claimed _____

Total Claim \$ _____

b) Log Book Method Bus % _____

Lease/Interest Payments \$ _____

Registration \$ _____

Insurance \$ _____

Fuel Costs \$ _____

Repairs \$ _____ Other \$ _____

New Vehicle Details. Purchase Price \$ _____ Date of Purchase _____

D2 Work Related Travel Expenses _____

Overseas travel, Public Trans, Tolls

D3 Work Related Clothing & Sun Protection _____

D4 Self Education Expenses- At Tafe or University

D5 Work Related Expenses

Professional Associations/Union Fees \$ _____

Home Office Electricity (45c/hr) \$ _____

Seminars/Conferences \$ _____

Excursions Costs/Pub Transport \$ _____

Books/Journals/Magazines \$ _____

Stationery/Teaching Aids \$ _____

Phone calls \$ _____

Internet \$ _____

Computer accessories \$ _____

Tools/Equipment \$ _____

Other (Please specify) _____

New Depreciation Items

Please include Date of Purchase of single items over \$300.00 in value as these items must be depreciated

D7 Interest Deductions \$ _____

D8 Dividend Deductions \$ _____

D9 Donations \$ _____

D10 Tax Agents Fees includes travel to Tax Agent \$ _____

ATO Interest \$ _____

