

CTBS PARTNERS

Pty Ltd ABN 67 619 412 369

ACCOUNTING · TAXATION · BUSINESS SERVICES

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2021 Personal Tax Return Questionnaire

| | | |
|--|---------------------|----------|
| Last Name | | |
| Given Names | | |
| Postal Address | | |
| Residential Address (if different to postal address) | | |
| Occupation | | |
| Tax File Number | | |
| Date of Birth | | |
| Contact No | | |
| Email Address | | |
| Bank Account Details – for your refund | BSB: | Acct No: |
| | Account Name: | |
| Spouse Surname | | |
| Spouse Given Names | | |
| Did You Have a Spouse for the Full Year? | | |
| If no, period you had a spouse | From _____ To _____ | |
| Spouse Date of Birth | ____ - ____ - ____ | |
| Number of dependent children | | |
| Spouse Income Any other information | | |
| Taxable Income | \$ | |
| Govt Pensions | \$ | |
| Exempt Pension Income | \$ | |
| Reportable Fringe Benefits | \$ | |
| Reportable Super Contributions | \$ | |
| Net Investment Loss | \$ | |
| Child Support (paid by spouse) | \$ | |

Income

| 1. Payment Summaries | | | | | |
|---|------------|-----------------------|--------------|--|---------------|
| 2. Interest received | | | | | |
| Name of Institution | Account No | Total Interest | Tax Withheld | No of Holders | |
| | | \$ | \$ | | |
| | | \$ | \$ | | |
| | | \$ | \$ | | |
| | | \$ | \$ | | |
| | | \$ | \$ | | |
| 3. Dividends from Shares owned | | | | | |
| Company | Unfranked | Franked | Imp Credit | Tax Withheld | No of Holders |
| | \$ | \$ | \$ | \$ | |
| | \$ | \$ | \$ | \$ | |
| | \$ | \$ | \$ | \$ | |
| | \$ | \$ | \$ | \$ | |
| 4. Distributions from Managed Funds | | | | | |
| 5. Sale of any Assets | | | | | |
| <p>If you sold assets such as shares, units in trusts or property which were acquired after 20 September 1985, you may have to pay capital gains tax (CGT). Your main residence is exempt from CGT providing it was never used to produce income.</p> <p>Please provide documents which show dates and amounts for purchase, sale and incidental costs. For managed funds, we need the Tax Statement from the fund manager or documents showing cost and sale amounts for all units sold.</p> | | | | | |
| 6. Investment Property Income | | | | See website for schedule | |
| <p>Please provide a summary of income and expenses for each rented property or the agent's annual statements and a summary of any expenses paid by yourself, amount of interest paid on any loan for each property.</p> <p>If the property was purchased during the year, please provide contract of purchase, settlement page from your solicitor and a depreciation report.</p> | | | | | |
| 7 Any Other Income including business income and expenses | | | | For businesses, provide summaries ie spreadsheet, XERO, MYOB etc | |
| | | | | | |
| 8 Are you an Australian Resident for tax purposes - Yes/No (please circle) | | | | | |
| <p>If no, please provide VISA details ie 417 (working holiday) or 462 (working and holiday)</p> <p>COPY OF VISA IS COMPULSORY</p> | | | | | |

Deductions

If your total expenses exceed \$300.00 you must have receipts to prove the total amount

| 1. Did you use your Car for work and keep a Log Book? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
|---|------------------------|----|---|-----------|
| | Make: | | Model: | |
| | Date Purchased | | Business Use This Year | % |
| | Cost | \$ | Year Log Book Kept | |
| | Petrol & Oil | \$ | Interest Paid | \$ |
| | Registration | \$ | Send loan or lease agreement if this is the first year of your claim or you are a new client | |
| | Comp Insurance | \$ | Services | \$ |
| | Green Slip | \$ | Tyres & Batteries | \$ |
| | Pink Slip | \$ | | \$ |
| | Repairs | \$ | | \$ |
| | Lease Payments | \$ | | \$ |
| 2. Did you use your Car for work and NOT keep a log book? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Note: You must exclude trips between home and your normal place of work (some exceptions do apply to this rule – contact our office for more details) | Make: | | Model: | |
| | Date purchased: | | Cost of Car: | \$ |
| | Business Kms: | | Expenses This Year | \$ |
| You are entitled to claim the cost of using your car for work based on a <u>reasonable estimate</u> of the kilometres travelled up to a maximum of 5,000 kms per car. | | | | |
| 3. Tell Us How You Used Your Car for Work Here: | | | | |
| | | | | |
| 4. Work-related Travel Expenses | | | | |
| PLEASE MAKE SURE YOU HAVE A TRAVEL DIARY FOR OVERNIGHT CLAIMS | Taxis | \$ | Accommodation | \$ |
| | Buses | \$ | Other | \$ |
| | Trains | \$ | | \$ |
| | Parking | \$ | | \$ |
| | Car Hire | \$ | | \$ |
| | Airfares | \$ | | \$ |
| 5. Work-related Clothing Expenses | | | | |
| Please advise amounts | Compulsory Uniform | \$ | Dry Clean Uniforms | \$ |
| | Non-Compulsory Uniform | \$ | Home Laundry | washes/wk |
| | Occupation Specific | \$ | Home laundry of uniforms or protective clothing only. Not conventional nor everyday clothing | |
| | Protective Clothing | \$ | Sun Hats | \$ |
| | Work Boots | \$ | Other | \$ |

| 6. Self-Education Expenses | | | | |
|---|---|----|--|----------|
| You can claim a deduction for self-education expenses if the course is directly related in you earning assessable income. You must also have been an employee at the time of you studying | Course Description | | | |
| | Name of School, College or University | | | |
| | Date Commenced | | | |
| | Date Finished | | | |
| | Fees (not HELP) | \$ | Home Office Hours | Hrs/Week |
| | Text Books | \$ | Home Office Weeks | Weeks |
| | Stationery | \$ | Kilometres Travelled* | |
| | Photocopying | \$ | Make of Car | |
| | Student Union | \$ | Residential School (Online Courses Only) | |
| | * You can claim the kilometres travelled directly between home or work and your place of education and return. If you travelled from home to your place of education and on to work or from work to your place of education and home, only claim the first leg of each trip. | | | |

| 7. Tell Us How Your Course is Work-Related Here: | |
|--|--|
| | |

| 8. Work-Related expenses | | | | | |
|--|---------------------------|----------------------------|----------------|--------------------------|-------------|
| Enter total expenses (before private use if any) on the right and indicate below the proportion of work use of those items also used for private purposes. Also, enter below that, equipment costing more than \$300 per item. | Computer Software (total) | | \$ | Safety Equipment | \$ |
| | Computer Supplies (total) | | \$ | Stationery | \$ |
| | Conferences/Seminars | | \$ | Subscriptions | \$ |
| | CPD Courses | | | Sun Screen/Glasses | \$ |
| | Internet Access (total) | | \$ | Telephone - home | calls/wk |
| | Meal allowance rec'd | | \$ /meal | Telephone – mobile (tot) | \$ |
| | Meal allowance spent | | \$ /meal | Tools (<\$300/item) | \$ |
| Work & Private Use Items | | Office Equip (<\$300/item) | \$ | Union Fees | \$ |
| <i>Item</i> | <i>Work %</i> | Postage | \$ | Home Office 1/7-30/6 ** | hours/week |
| Computer | % | Professional Fees | \$ | Home Office 1/7-30/6 ** | Total hours |
| Internet Access | % | Reference Books/Journals | \$ | | \$ |
| Mobile Phone | % | Repairs | \$ | | \$ |
| Work-Related Equipment Purchased Costing More than \$300 | | | | | \$ |
| Description | Cost | Date of Purchase | Bus Use | | \$ |
| | \$ | ___/___/___ | % | | \$ |
| | \$ | ___/___/___ | % | | \$ |
| | \$ | ___/___/___ | % | | \$ |

** If you were working from home due to Covid-19 restrictions, the ATO have allowed a claim of 80c per hour from 1 July 2020 until 30 June 2021.. This method denies the use of claiming actual expenses listed below and is a lot easier to calculate and keep records for if you want to simplify your tax records. To claim under this method, you must keep records of either: your actual hours spent working at home for the year OR a diary for a representative four-week period to show your usual pattern of working at home.

| 9. Charities or School Building Funds | | |
|---------------------------------------|--|----|
| Please advise details | | \$ |
| | | \$ |
| | | \$ |
| 10. Other Deductions | | |
| Please advise details | Income Protection Insurance | \$ |
| | Tax Return Fee Last Year (if not prepared by us) | \$ |
| | Personal (deductible) Superannuation Contributions | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Tax Offsets

| 1. Private Health Insurance | | | |
|---|--------------------|-------------|-----------|
| Please supply your private health insurance statement from your fund | | | |
| 2. If you have Private Health Insurance, were all of your Dependants (including your Spouse if applicable) covered for the whole of the year | | | |
| Medicare levy surcharge may be payable if you or your dependants (incl your spouse) do not have an appropriate level of private patient hospital cover for the whole year | | | |
| 3. Superannuation Contributions for your Spouse | | | |
| Please provide amount paid | Amount Contributed | \$ | |
| 4. Remote Area of Australia or Service Overseas | | | |
| Please provide details | Location | Period From | Period To |
| | | | |
| | | | |
| 5. Superannuation | | | |
| <p>From 1st July 2017, please be aware that the maximum concessional contributions are now \$25,000.00 for all ages.</p> <p>Please note from 1st July 2017, the threshold for Division 293 tax has been reduced to \$250,000.00. Division 293 tax is an additional 15% tax on an individual's taxable concessional contributions above the threshold.</p> <p>Personal Superannuation Contributions are now tax deductible up to \$25,000.00 cap. (This cap includes SGC as paid by your Employer)</p> <p><u>From 1 July 2021, the concessional contributions cap is \$27,500</u></p> | | | |

Other

| | |
|--|---|
| 1. HELP/HECS or SFSS Debt | |
| Please provide balance if known | HELP balance at 30/6 \$ HECS balance at 30/6 \$ SFSS balance at 30/6 \$ TSL balance at 30/6 \$ |
| | Total: |
| 3. Other amounts required for Income Test purposes | |
| Tax free government pensions received by you | \$ |
| Child support payments made by you | \$ |
| 4. New Clients to our Practice | |
| Please send us a copy of your return for the previous financial year. | |
| 5. If there is anything else we should know, please let us know here | |
| <p>Taxpayer's declaration</p> <p>A. I confirm that I wish to make the above claims on the basis that I have incurred the above expenses in deriving my assessable income and I have the necessary records to substantiate my claim</p> <p>B. My tax agent has explained to me the law as it relates to claims when asked</p> <p>C. I understand that if I have any further queries it is my responsibility to raise them with my tax agent</p> <p>Signed</p> <p>Dated</p> | |