



*Certified Practising Accountants*

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## DETAILS REQUIRED FOR 2010 INCOME TAX RETURN

**Name:**

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**Date of Birth:**

**Occupation:**

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**Home Address:**

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**Postal Address:**

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**Contact Numbers:**

**(Bus):**

**(Home):**

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**(Fax):**

**(Mobile):**

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**(Email):**

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**Spouse Name:**

**(Incl. Defacto)**

**Date of Birth:**

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**For Income Tax Refund please provide the following:**

**Bank Account Details:**

**Account Name:**

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**BSB:**

**Account Number:**

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## DETAILS REQUIRED

Label	Details	Yes / No
<b><u>Income</u></b>		
1-2	<b>Salary &amp; Wage Income</b> Attach PAYG payment summaries, allowances paid, director's fees, etc.	<input type="checkbox"/>
3-4	<b>Employer Lump Sum Payments, Terminations / Rollover</b> Attach certificates, statements of eligible termination payment	<input type="checkbox"/>
5-6	<b>Government Pensions &amp; Allowances</b> Includes Newstart, Sickness Allowance or Special Benefit, Austudy, Youth Allowance, Australian Pension. Attach payment summaries, statement of pension etc.	<input type="checkbox"/>
7-8	<b>Australian Annuities, Superannuation Income Streams &amp; Lump Sum Payments</b> Provide documents from pension fund. Also, if under 60 years of age, attach PAYG payment summaries.	<input type="checkbox"/>
10	<b>Interest Received</b> Provide details of all accounts including banking institution, account name, account number, tax deducted (if any).	<input type="checkbox"/>
11	<b>Dividends Received</b> Attach dividend statements from company (usually 2 statements per year).	<input type="checkbox"/>
13	<b>Trust Distribution</b> Provide managed fund annual tax statement.	<input type="checkbox"/>
18	<b>Capital Gains</b> Attach details of assets sold including shares (sale & purchase contract), rental properties and other assets.	<input type="checkbox"/>
19-20	<b>Foreign Source Income</b> Attach details of foreign income and appropriate documentations. Including Foreign Employment Income.	<input type="checkbox"/>
21	<b>Rental Income</b> Annual Rental Statement, Expenses for year, Loan Statements for year showing Interest Paid.	<input type="checkbox"/>
24	<b>Other Income</b> Other assessable income.	<input type="checkbox"/>
<b><u>Deductions</u></b>		
D1-D3 & D5	<b>Work Expenses</b> Car and travel or Other Work Related expenses including allowances, protective clothing & uniform. (See note regarding substantiation). Attach details.	<input type="checkbox"/>
D4	<b>Self Education</b> (i.e. course & union fee's, stationery, books, computer expenses, travel expenses)	<input type="checkbox"/>
D7- D8	<b>Interest &amp; Dividend Deductions</b> Expenses incurred in investing or managing Shares, Managed Funds, Rights or Options etc	<input type="checkbox"/>
D9	<b>Gifts and Donations</b> Attach details.	<input type="checkbox"/>
D16	<b>Other Deductions</b> Other deductible expenses including income protection insurance. Attach details.	<input type="checkbox"/>

## Tax Offsets / Rebates

<b>T1, T10</b>	<b>Dependent Rebates</b> Dependent spouse, housekeeper etc. Please provide spouse income details including any parenting allowance received, dependent names, gender, date of birth, separate net income.	<input type="checkbox"/>
<b>T2, T3, T7, T8</b>	<b>Other Rebates</b> Senior Australians, Pensioner, Superannuation Contribution for Spouse, Zone etc. Please attach any relevant details.	<input type="checkbox"/>
<b>T6</b>	<b>Education Tax Refund</b> Please list the following details separately for each child: <ul style="list-style-type: none"> <li>• Childs Name</li> <li>• Date of Birth</li> <li>• Education Expenses for the respective child including: laptops, home computers, printers, internet, books, trade tools for use at school, stationery etc</li> </ul> Note: Parents and approved care organisations can claim a 50% refund on their eligible expenses up to: \$780 per year (a maximum tax refund of \$390 per primary school child) and \$1558 per year (a maximum refund of \$779 per secondary school child). <i>For further eligibility information, please contact us.</i>	<input type="checkbox"/>
<b>T9</b>	<b>Net Medical Expenses Rebate</b> Details of Net medical expenses if exceeding \$1,500. These include dentist, optometrist, hospital, pharmaceutical prescriptions for yourself and dependents. Attach Medicare annual financial statement and private health fund statement.	<input type="checkbox"/>
<b>M1</b>	<b>Private Health Insurance</b> Attach private health insurance statement	<input type="checkbox"/>
<b>A1</b>	<b>HECS / HELP/ Financial Supplement Loan / PELS</b> Attach Statement of debt received from the ATO.	<input type="checkbox"/>

## ADDITIONAL INFORMATION

ITEM	PARTICULARS

### **DO YOU REQUIRE?**

- **Assistance with financial and investment planning** YES
- **Advice on the benefits of the new superannuation rules** YES
- **Information on income and assets protection** YES
- **Tax Audit Insurance** YES

Tick the box if you would like assistance with any of these matters.

## **SUBSTANTIATION OF CAR, TRAVEL & OTHER WORK RELATED EXPENDITURE**

The rules requiring substantiation of tax deduction claims for certain types of work related expenditure apply for the financial year ended 30th June 2010.

For employees, the rules apply to travel and car expenses and also to other work related expenses such as trade and professional association subscriptions, uniforms, protective clothing, tools of trade, telephone, stationery requisites etc. The rules do not apply to expenditure claimed against reasonable overtime meal allowances or reasonable allowances for work related travel in Australia. Nor do they apply to expenditure incurred by an employee which in aggregate does not exceed \$300 in a year (calculated by excluding car expenses and expenditure claimed against reasonable overtime meal allowances and travel allowances).

The requirement to obtain documentary evidence does not apply where a taxpayer claims for expenses which -

- (i) individually do not exceed \$10 and which in aggregate do not exceed \$200 in a year; or
- (ii) are of a nature where it is impractical to obtain a receipt or other documentary evidence provided that the taxpayer maintains a diary entered at the time expenditure was incurred, recording the date, amount and nature of the expenditure.

It is important to note that the definition of travelling expenses excludes car expenses. Where work or business related car expenses are incurred, a deduction for these expenses must be made under the car expense substantiation rules. The *car log book rules* provide that log books must be written up for a twelve week period once every five years, and must be in the first year that the car expense is claimed and also in any year when an additional car is obtained. Under the *cents per km. method*, you can claim up to 5,000 kms of business driving, a deduction based on the standard number of cents per km. without having to substantiate the expense.

Where the substantiation rules apply to any items of expenditure claimed by a taxpayer, the taxpayer must be able to produce, if so requested by the Taxation Office, such records and evidence as may be necessary to prove the claims. These records are required to be retained for 5 years after lodgement of the relevant income tax return.

Failure to produce appropriate evidence of expenditure when requested to do so by the Taxation Office will lead to disallowance of the claims and the likely imposition of substantial penalties.

As part of the enforcement of the rules, taxpayers making claims for expenditure which is subject to the substantiation provisions will be required to sign a declaration on the income tax return form to the effect that they are holding the necessary receipts or other records which substantiate the claims made in the return.

In addition, the Tax Agent preparing the return must certify that the needs for keeping appropriate records have been explained to the taxpayer and that the Tax Agent believes that the taxpayer understood the explanations.