

Waterford Taxation Services

www.waterfordtax.com.au | tax.returns@live.com.au | 0412 804 927

PERSONAL DETAILS

First Name	_____	Surname	_____
Tax File Number	_____	Date of Birth	_____
Telephone	_____	Mobile	_____
Home Address	_____		
Postal Address	_____		
Email Address	_____		
Annual Leave	How many weeks annual leave did you take during the year? _____		
Bank Details	BSB _____	Account No _____	Account Name _____

SPOUSE & FAMILY DETAILS

Spouse First name:	_____	Spouse Surname:	_____
Date of Birth:	_____	Taxable income:	_____
No. of Children:	_____	Child Support paid?	YES <input type="checkbox"/> \$ _____ NO <input type="checkbox"/>
Did you get married or separate during the year? If yes, what date?		Click or tap to enter a date. _____	

INCOME DETAILS

1. Did you receive any PAYG Payment Summaries from salary and wages, Employment Termination Payments and those issued by Centrelink. Please provide copies of these documents. YES ☐ NO ☐
2. Did you receive any other income items including director's fees, cash payments, commissions, tips, allowances etc? Please provide details below: YES ☐ NO ☐

Payer	Amount Received	Tax Withheld

3. Dividends

Please provide copies of your dividend statements including where you have a Dividend Reinvestment Plan (DRP) in place.

YES ☐ NO ☐

4. Bank Interest

Did you earn any interest on your bank accounts? If yes, please provide details below:

YES ☐ NO ☐

Bank	Account Number	Joint Account	Interest Earned	Tax Withheld
		YES <input type="checkbox"/> NO <input type="checkbox"/>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>		

5. Trust & Partnership Distributions

Did you receive a distribution from a Trust or a Partnership including managed investment funds? If yes, please provide a copy of the distribution document provided by the Trust and Partnership itself.

YES ☐ NO ☐

6. Rental Income

Do you have any rental properties? If yes, please complete the 2018 Rental Property Checklist which be found on our website. Full details of what documents we require can be found in this Checklist.

YES ☐ NO ☐

7. Capital Gains

Did you sell any assets that you had purchased after 20 September 1985. Assets can include cryptocurrency, investment properties and shares. If you indicate yes, we will be in contact with you to advise what further information we will require.

YES ☐ NO ☐

Asset Type	Date Purchased	Date Sold

8. Foreign Income

Did you receive any income from overseas including dividends, rental income, pensions and employment income? If yes, please provide all relevant documents including payment summaries, rental statements, dividend statements, pension statements etc.

YES ☐ NO ☐

9. Other Income

Did you receive any other income, ie jury service, income protection payments, insurance payments etc? If yes, please provide copies of documents showing what payments were received and why.

Received From	Type	Amount Received	Tax Withheld

WORK RELATED EXPENSE DETAILS

1. Motor Vehicle Travel

Did you undertake any work related travel using your own motor vehicle? Please provide an explanation below as to why you had to use your motor vehicle for work use:

YES ☐ NO ☐

Cents per kilometre

How many work related kilometres did you travel during the financial year? Remember: you must be able to show how you came to this figure.

YES ☐ NO ☐

Log Book

To use the Log Book Method, you must have kept a 12 continuous week logbook. This must have been kept over a representative period during the last five years

YES ☐ NO ☐

Motor Vehicle: Business Use %

Opening Odometer Reading (01 July)

Closing Odometer Reading (30 June)

Cost of Motor Vehicle

Date Purchased

Click or tap to enter a date.

Expense	Amount
Fuel & Oil	
Services, Repairs, Tyres & Batteries	
Insurance	
Registration	
Loan Interest / Lease Payments	
Other expenses, ie car washing, road-side assistance etc	

2. International/Interstate/Overnight TravelYES ☐ NO ☐

Were you required to be away from home overnight while undertaking work activities? We will be in contact with you to discuss further.

3. Travel

Did you pay for any tolls or parking while undertaking travelling for work purposes? If YES, please provide details below. You will need to ensure that you have receipts to substantiate your full claim.

YES ☐ NO ☐

Expense	Details	Amount Paid
Tolls		
Parking		
Taxi Fares / Public Transport / Car Hire		

4. Self-Education Did you undertake any study that relates to your current employment? This could include a degree, Certificate, Diploma or Advanced Diploma courses. Please provide details below:YES ☐ NO ☐

5. Uniform Are you required to wear a uniform, ie items of clothing with a work logo or protective items, ie hi-viz clothing, work boots etc? You will need to ensure that you have receipts to substantiate your full claim.YES ☐ NO ☐

Do you wash your allowable work clothing? If YES, please provide your substantiation as listed above.

YES ☐ NO ☐

Expense	Details	Amount Paid
Clothing items with logo		
Dry cleaning of allowable work clothing		
H-Visibility Clothing, ie vests, t-shirts etc		
Heavy duty cotton drill long pants		
Work Boots		
Other		

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6. **Other Work Related Deductions** Please provide details using the table below. You need to ensure that you have receipts or other substantiation for your full claim.

Expense	Additional Details	Amount Spent
Union Fees / Association Fees		
Stationery / Diaries		
Tools and Equipment (costing under \$300 each)		
Subscriptions (Microsoft Office, Adobe etc)		
Seminars / Short Courses / Licences		
Mobile Telephone used for work purposes	Plan \$ provide bill	
Internet used for work purposes	Plan \$ provide diary	
Income Protection Insurance (provide copy)		
USB/Hard Drive		
Other Items:		

7. **Home Office Expenses** Do you undertake any work activities at home? YES ☐ NO ☐
How many hours do you spend working at home and what activities do you undertake. Remember, you will need to be able to provide a log of the hours you have worked during a four week representative period.

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8. **Work related equipment** YES ☐ NO ☐
Did you purchase any laptops, cameras, computers, tablets, telephones, recording equipment, tools or equipment? Please provide details below.

Date Purchased	Item Purchased	Work Use %	Cost

9. Superannuation

- Did you make any contributions into your complying superannuation fund? YES ☐ NO ☐
- If YES, have you provided written notice to your complying superannuation fund of your intention to claim a tax deduction for your contribution? YES ☐ NO ☐
- Have you received a written acknowledgement of your intention to claim a tax deduction of your contributions from your complying superannuation fund? YES ☐ NO ☐

10. Other Items

- Do you have Private Health Insurance? If YES, please provide a copy of the statement provided to you by your fund. YES ☐ NO ☐
- Were you in the full-time Defence Force or on Continuous Full Time Service at any time during the year? YES ☐ NO ☐
- Are you an Australian Resident for tax purposes? YES ☐ NO ☐
- Do you have a HECS / HELP / SFSS / TSL debt? YES ☐ NO ☐
- Did you live in a remote area or serve overseas with the Defence Force? YES ☐ NO ☐

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- 11.** Please use the space below to provide us with any other income or deduction amounts or other information you would like to let us know.

IMPORTANT WORK RELATED EXPENSE SUBSTANTIATION

It is important that you only claim for work related expenses that you –

- incurred the expense for, that is you paid for it are liable to pay for it,
- have not received any reimbursement from your employer for the expense,
- are required to use for work related purposes. If you use it for both private and work use, then the expense will need to be apportioned, and
- can provide appropriate substantiation that shows that you incurred the expense.

Appropriate substantiation can include –

- Receipts showing the name of the supplier, amount of the expense, what was purchased and the date the expense was purchased.
- Telephone. Review a phone bill over a 30 day representative period and highlight all work calls. Bring this along to your tax interview.
- Diary entry.

Expenses costing less than \$10 (total claim cannot exceed \$200) and you have not got a receipt.

Date	Supplier	Purchased	Cost
21/12/2022	Officeworks	Pen	\$4.50
30/01/2023	Woolworths	Hand sanitizer	\$2.50

Expenses where you cannot obtain a receipt, ie car washing, laundromat, parking etc.

Date	Supplier	Purchased	Cost
30/07/2022	Melton South Laundromat	Washed and dried work overalls	\$14.00
31/12/2022	Melton Car Wash	Hand wash motor vehicle	\$16.00

Home Office - fixed rate per hour (working in a room on your own). You will need to keep a diary over a representative 30 day period. This diary will need to record:

Date Worked	Work Performed	Hours Worked
13/11/2022	Marking homework in office	2.5

Internet Keep a record for a 30 day representative period recording all details including who used the internet, how long they used the internet for and what it was used for (ie, personal / work). Note: Work use percentage can also be calculated based on download.

Date	Use	Person	Personal	Work
19/08/2022	Playing online game	Mark	3 hours	
20/08/2022	Responding to work emails	John		.5 hours

Laundry Keep a record of when you wash your allowable work clothing and whether it was washed with non-allowable work clothing.

Date Washed	Details	Mixed Wash (Yes or No)
01/03/2023	Washed hi-viz work clothing with logo	NO
03/03/2023	Washed hi-viz work clothing and jeans	YES

Motor Vehicle Travel (not log book). Keep a record of the travel that has been undertaken using your own motor vehicle (note this does not include a vehicle that has been provided by your employer, under a salary sacrifice arrangement or has carrying capacity of over 1 tonne).

Date	Details	Kilometres Travelled
18/04/2018	Melton - Melton: Post office during work hours	17 km
21/04/2018	Melton – Taxville – Melton: See client onsite	37 km