

CLIENT CHECKLIST

Client Information
 (New client/ updating information)

Name:	Address:
Date of Birth:	Tax File Number:
Bank BSB:	Bank Account #:
Email:	Mobile:
Spouse (Y/N):	Dependents (Y/N, & Age/ #):
Health Insurance (Private) (Y/N):	Referred a client (Y/N):
Novated Lease vehicle (Y/N):	Investment property refinance (Y/N/N/A):

INCOME

- ☐ Group Certificate/ Payment Summary
- ☐ Lump Sum and Termination Payment Summaries
- ☐ Government payment statements, if received, e.g. Centrelink
- ☐ Interest received – Bank/ Building society
- ☐ Broker Statements for shares
- ☐ Annual Tax Statements from Managed Funds

OTHER INCOME:

- ☐ Rental properties – Estate agent documents, bank statements
- ☐ Business – Financial reports, receipts, bank statements
- ☐ Foreign income – foreign pay slips, broker accounts
- ☐ Capital gains – sales contract, statement of adjustments, conveyancer documents
- ☐ Employee share schemes – employer documents

OFFSETS AND REFUNDS

- ☐ Health insurance and rebate entitlement statement, please stipulate if private hospital cover included and dependents
- ☐ Instalment Activity Statements or details of PAYG instalments paid
- ☐ Spouse details including taxable income, name and date of birth

DEDUCTIONS

- ☐ Vehicle/ travel expenses (note deductions for novated lease vehicles can't be claimed)
- ☐ Self-Education
- ☐ Travel costs (fares and accommodation)
- ☐ Work clothing (repairs/ maintenance)
- ☐ Union fees, registrations, tools, subscriptions, memberships
- ☐ Home office, self-education
- ☐ Telephone & internet
- ☐ Payments to prior tax agents
- ☐ Donations
- ☐ Stationery/ computer equipment
- ☐ Income protection insurance
- ☐ Rental properties – bank interest, repairs, depreciation/ capital works (refer to a quantity surveyor report), estate agent statements, receipts.

EMERGENCY SERVICES SPECIFIC:

- ☐ Equipment for work – briefcases, kit bags, footwear, watches (if specific feature e.g. compass) etc.
- ☐ Fitness costs (specialised unit) – Does not include conventional items and gym
- ☐ Legacy/ Police Donations
- ☐ Meal allowances/ incidentals
- ☐ Ammunition/ Police Pistol Club
- ☐ Police Academy accommodation
- ☐ Repairs to tools and equipment
- ☐ Safety Equipment e.g.: sunscreen, clothes, safety glasses, etc.