

2019 News:

Expats Main Residence Exemption – The LNP had planned to deny the CGT main residence exemption to home owners who sold their Australian home while living overseas. This would have applied retrospectively right back to the time it was purchased so there would not even be an exemption for the time you were living in Australia. The bill did not make it through parliament and has now lapsed. We are getting mixed messages as to whether it is likely to re appear. One politician said that it would never be resurrected yet another said it was still part of the government's plans. All we can say is please don't sell your Australian home without first checking with us.

MAIL IN:

- ❖ Each member of a couple needs to complete their own copy of this form and sign the letter of Engagement
- ❖ If you have a rental property, do not use this form. The form for rental properties is just below where you obtained this form on our mail-ins page: www.bantacs.com.au/mail-in_tax_returns.php.
- ❖ For Taxpayers who are in business you will need to complete a Business Schedule which is available under the heading Additional Forms just below where you obtained this form on the mail-ins page. Generally, there will be additional charges for a business; we will contact you once we have looked at the work involved.

Self Assessment Obligations

Please be aware that under Australian Taxation Office self assessing system, if you are called upon to attend a desk audit, you may be required to provide receipts or other records to substantiate any claims made in your return; please refer to the Substantiation note at the end for help. Records are required to be held for 5 years from the date of lodgement of your return.

How to Mail-In Your Tax Return

- 1) Scan & email to centralcoast@bantacs.com.au
- 2) Post this completed form and all attachments to our Central Coast office: PO Box 322, Budgewoi NSW 2262
- 3) Client portal contact centralcoast@bantacs.com.au or 02 4390 8512

The standard price for a basic wage earner return is only \$150. If your return is more complex and will result in a higher fee than this, we will ring you before we start. Please note payment is due at completion of your tax return by electronic payment.

Enquires

Ring: Carolyn on 02 4390 8512
Email: carolyn@bantacs.com.au

Our objective is to simplify your tax return process not complicate it through long detailed questions. This form sticks to the basics. When we ring you we can discuss any tax issues you may have that are outside the ordinary.

Please use this form as a guide and feel free to add information or comment when you are not sure how to address the question. We will be in contact with you personally when your tax return is being prepared so do not worry if you don't understand something, we can discuss it when we ring. Please provide both your phone number for this purpose and your e-mail address so we can send you an e-mail if we cannot reach you by phone.

Preferred contact number:

Best contact time: morning | afternoon | evening

E-mail address:

CLIENT LETTER OF ENGAGEMENT - INDIVIDUAL:

This document sets out the terms of your engagement of BAN TACS at Central Coast trading as Bantacs Central Coast Accounting as your Accountant/Tax Agent. Any changes to the scope of engagement as set out below shall only be made by agreement between both parties. In acting as your Tax Agent Bantacs Central Coast Accounting will:

- (a) analyse, discuss and make recommendations regarding your Individual Tax return; and
- (b) prepare and lodge your tax returns

In addition to the basic financial information required to complete these tax returns, it is expected that clients will make source documentation available upon request.

Clients are responsible for ensuring compliance with the substantiation provisions of the Income Tax Assessment Act. Bantacs Central Coast Accounting will not be responsible for any errors brought about by the clients failure to provide information or documentation or failure to provide material that is later found to be material to the client's tax affairs.

Clients are responsible for the timely provision of information. Bantacs Central Coast Accounting will not be responsible for any late lodgement or other fees and fines brought about by your failure act in a timely manner.

Any estimate of a refund you may be owed is only an estimate and Bantacs Central Coast Accounting will not be responsible nor will we accept liability if the Australian Taxation Office determines your liability to be different than that lodged by us.

Professional Fees and Payments

Payment is due at completion of your tax return with invoice including payment options. We will require full payment before lodgement of the tax return with the ATO.

Notice of Assessment

Your Notice of Assessment will be mailed directly to your nominated postal address or available on your mygov. It is your responsibility to provide Bantacs Central Coast Accounting with current and correct contact details. If you do not receive your Notice of Assessment within 28 days of lodgement, you should contact this office to enable us to track your return with the ATO.

Acknowledgement and Confirmation

I _____ (Taxpayer) hereby acknowledge and accept the terms of this engagement as have been provided. I shall be personally liable for all fees for services performed in accordance with such agreement. Effective from the date below I appoint Bantacs Central Coast Accounting as my tax agent and authorise them to act as my representative to the Australian Taxation Office in relation to my taxation affairs.

_____/_____/_____
Client Signature Date

PERSONAL DETAILS

Your Name: Mr | Mrs | Ms | Miss _____ DOB: ____/____/____
Was this the name used on your last tax return? YES ☐ NO ☐

Details if no: _____

Your Spouse's Name: Mr | Mrs | Ms | Miss _____ DOB: ____/____/____
Was this your spouse's name used on your last tax return? YES ☐ NO ☐

Details if no: _____

Spouses adjustable taxable income if we are not doing their tax return: \$ _____

Existing clients need only provide details of changes that have occurred since you lodged your last income tax return

Your Tax File Number: _____ Spouse's Tax File Number: _____

Residential Address: _____

Postal Address: _____

Has your postal address changed since lodging a tax return? YES ☐ NO ☐

Telephone: (W) _____ (H) _____ (M) _____

Are you a war veteran or widow/widower of a war veteran yet under the Aged Pension age? YES ☐ NO ☐

Is your spouse a war veteran or widow/widower of a war veteran yet under the Aged Pension age? YES ☐ NO ☐

If married / de facto in 2018/2019, what date did this occur: ____/____/____

Note, spouse includes same sex couples

TAX AGENT DETAILS

Attach a copy of your previous return if this is the first time using our services

Did an accountant prepare your last Income Tax Return? YES ☐ NO ☐

If yes please provide contact details of previous accountant:

Your Bank Account Details for Direct Deposit of Refunds

BSB:

ACCT NO::

The ATO is no-longer issuing cheques

Acct Name:

Do you have a will? YES ☐ NO ☐

Do you have an Enduring Power of Attorney? YES ☐ NO ☐

Do you feel comfortable that your financial affairs are under control? YES ☐ NO ☐

BAN TACS Accountants now have a financial planning arm <https://bantacsfinancialsolutions.com.au/> providing the following:

☐ Income Protection Insurance ☐ Life Insurance ☐ Superannuation ☐ Financial Planning Strategies

INCOME

Did you receive Australian income other than from your rental property? YES ☐ NO ☐ If yes please provide details below

NAME OF ENTITY

AMOUNT

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Was any of the above income a Capital Gain? YES ☐ NO ☐

If yes please complete a CGT Schedule, available under Additional Forms where you obtained this form on the mail-ins page

EXPENSES

What were the total fees you paid to a tax agent during 2018/19? \$

Did you have Australian expenses other than from your rental property? YES ☐ NO ☐ If yes please provide details below

DESCRIPTION OF EXPENSE

AMOUNT

ATTACHMENTS

Please enclose the following if they apply to you

Statement for any tax deductible superannuation contributions you have made to an Australian Superannuation fund

Statement for any superannuation contributions you have made for your spouse to an Australian Superannuation fund

HECS or HELP loan statements

Receipts for PAYG Installments made on your investment income

Correspondence you have received from the ATO in the past 12 months

Enclosed

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Rental Property Schedule

Please now complete a rental property schedule for each of your rental properties. This schedule is the same whether you are a resident or non resident for tax purposes and available here <https://www.bantacs.com.au/media-library/checklists/>

Or Use Our Mail In Service <https://www.bantacs.com.au/topics/mail-in-tax-returns/>

QUEENSLAND

[Mackay Office](#)

Suite 2, 44 Gordon Street, Mackay QLD 4740

Tel: 07 4951 1848 F: 07 4951 1840

[Ningi Office](#)

Ningi Plaza, 1224 Bribie Island Rd, Ningi, QLD 4511

Tel: 07 5497 6777, F: 07 5497 6699

[Brisbane Office :](#)

433 Logan Road, Stones Corner, Brisbane Qld 4120

Tel: 1300 911 227

[Toowoomba Office](#)

19 Clifford Street Toowoomba, QLD 4350

Tel: 07 4638 2022, F: 07 4638 1440

[Gold Coast Office](#)

Suite 2b, Level 1, 14 Carrara Street, Benowa , QLD 4217

Tel: 0435 437586

NEW SOUTH WALES

[Sydney Office](#)

Level 20, Tower 2, Darling Park, 201 Sussex Street, Sydney, NSW 2000

Tel: 1300 367 688, F: 02 9744 7882

[Burwood Office](#)

Suite D, 37A Burwood Road, Burwood , NSW 2134

Tel: 1300 367 688, F: 02 9744 7882

[Central Coast Office](#)

127 Diamond Head Drive, Budgewoi, NSW 2262

Tel: 02 4390 8512, F: 02 4390 0075

VICTORIA

[Melbourne Office](#)

231 Union Road, Ascot Vale Vic 3032

Tel: 03 9111 5150

SOUTH AUSTRALIA

[Adelaide Office](#)

266 Grange Road, Flinders Park, SA 5025

Tel: 08 8352 7588 F: 08 8354 0276

